

# SOUTHEND HIGH SCHOOL FOR BOYS

## EXAMINATIONS MANAGER Candidate Information



At Southend High School for Boys, talent is nurtured, and learning is valued. Challenge is welcomed, participation is expected, and achievement is prized. Pupils are happy and prosper at the school. The education we provide is world class.

Thank you for your interest in our school and for reviewing this application pack.

I have been a member of the staff team at Southend High School for Boys since January 2005, taking on the role of Headteacher from September 2024. This is a great school. Every day is rewarding. The school and governing body are committed to providing a high-quality service so that every child fulfils his or her potential.

We recognise this can only be achieved through the recruitment and retention of talented, motivated employees who are suited to, and fulfilled in the roles they undertake. Please look at our website; it will help give you a sense of our values and offers an insight into the vibrant activity that fills each week.

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Pupils are happy and prosper at the school.

As a grammar school, high academic expectations are central to our purpose, and these are sustained through an extensive programme of support and guidance. Pupils develop their confidence and enthusiasm through a wide range of creative, sporting and other endeavours.

Southend High School for Boys stands on a superb site within walking distance of Prittlewell Station and the centre of Southend. Pupils retain fond memories of their years at the school and stay in contact for many years.

Our school preserves values and traditions from the past and prepares pupils through a contemporary curriculum for the world of tomorrow.

With best wishes



**Rachel Worth**  
Headteacher

*"Contemporary traditions: one with future and with past"*



# About The Role

For over 100 years, Southend High School for Boys (SHSB), has been providing a world-class education inspiring and empowering boys aged 11-16 along with boys and girls in our sixth form, to achieve their full potential. Our rich heritage and commitment to academic excellence, makes SHSB a truly unique and inspiring place to learn and work.

We are looking for an Examinations Manager who can organise and administer all aspects of external examinations at the school.

## **About The Role:**

As Examinations Manager you will hold overall responsibility for all aspects of external examinations, ensuring all aspects are carried out efficiently and accurately in accordance with the regulations set by JCQ and the awarding bodies; liaising with external parties where required.

You will be the main school point of contact for external examination matters, undertaking all associated administration and organisation required to arrange and support the examination process in school.

You will also hold responsibility for the coordination and deployment of invigilators for all external examinations

## **About You:**

- Experienced administrator with relevant experience in timetabling large-scale events or assessments. Knowledge of exams regulations and processes would be an advantage.
- Experience working within strict compliance and data protection boundaries, holding the highest standard of confidentiality.
- Strong organisational skills, and able to work calmly under pressure
- Excellent communication skills, and able to establish rapport and trusting relationships with colleagues, students and parents.
- Strong work ethic and proactive can-do attitude.

.....the opportunity



# 2020 Vision



SHSB's main school, has 180 boys in each year group 7 to 11, and a large sixth form with 400 A-level students - a mix of boys and girls, with over 100 girls. The school was rated outstanding against every inspection criteria (Ofsted 2024) and has been recognised as one of the top schools in East Anglia.

Ofsted referred to 'an ethos of excellence in both academic achievement and a wide range of activities that permeates all aspects of the school' and they described 'the quality of education provided at SHSB as **world-class and second to none**'.

We are immensely proud of our exceptional academic outcomes, which routinely place our students amongst the top performers nationally. However, through our 2020 vision, we are also committed to developing our students as future leaders who are morally, socially and emotionally equipped to take an active role in society.

Pupils spend seven years at Southend High School for Boys: the influence of the school throughout those years can be significant in determining the life trajectory for every student. Our vision is to set them on the path towards young adulthood with the highest aspirations and equipped to make a positive and worthwhile contribution to society – often in the role of leaders. Pupils learn what we teach, but more significantly they learn by how we teach.

Talent is nurtured, learning is valued, challenge is welcomed, participation is expected, and achievement is prized. The school is recognised as a welcoming institution, with an open and friendly approach, where outstanding behaviour is elicited through fostering mature relationships. It is this that makes Southend High School for Boys such a unique, supportive and remarkable place.

Our passionate and hard-working staff deliver the highest standards of teaching and learning, being highly motivated subject matter experts; a fact endorsed by Ofsted. Our staff provide unwavering support and guidance to all students, equipping them with the knowledge and skills to excel.

Our students are ambitious for themselves and for others. They embrace challenge and aim for the highest standards in everything they do. From enriching extra-curricular activities to embracing leadership opportunities, our students develop into confident and capable young men and women who go on to make strong and effective contributions to society.

We successfully blend progressive initiatives with our treasured traditions including our thriving house system which was established in 1908 and remains a very important part of life at SHSB today. People enjoy being part of our community because it is a place where the traditional values, mutual respect, integrity and care are placed at the heart of all we do. Being a part of this school means being part of something truly exceptional, and our students are proud to wear the green blazer.



.....our School, our Ethos

SHSB is a creative and pioneering teaching community. In 2006 we became a Leading Edge school. This accolade recognised our programmes for improving learning and for encouraging innovation. Our philosophy is to share good practice, encourage creativity and nurture innovation so pupils benefit from a stimulating learning experience and staff benefit from collaboration and professional development with like-minded enthusiastic individuals.

The school is strongly committed to supporting staff in their educational research and gives time allowances and subsidies for this. Over a third of our staff have achieved higher degrees during their time with us. We regularly support other colleagues in other schools, having been designated as a regional research hub in 2019, and have a wide-ranging professional development programme.

We were the first secondary school in the Eastern counties to receive the Challenge Award and the first in the world to secure a fifth accreditation, in recognition of our provision for the highly able learners.

Assessors in the report commented: "Southend High School lives up to its aim of 'Nurturing and Supporting Young Talents' through offering exciting and stretching opportunities for learning well beyond those offered in many other schools. Pupils make full use of these opportunities, share responsibility with staff for setting and achieving challenging targets for themselves and are proud of their achievements. Challenge is firmly embedded in all aspects of school life."

Our values are reflected in various accolades including being recipients of the Gold Equalities Award for our pioneering work in this field, as well as being a Fairtrade institution and a Pupil Premium Awards winner.

The school offers an extensive range of extra-curricular activities and has an excellent reputation locally for its sport, music, science and drama. We are proud of the fact that our most able athletes have competed in international competitions, have represented England at World Schools Championships in cross country and athletics and have won over 20 national titles in the last 10 years.

*Success isn't only achieved through exceptional performance. It's about consistency, and consistent hard work leads to success.*



## Job Overview

- **Job Title:** Examinations Manager
- **Reports to:** Senior Leadership Team member responsible for Exams
- **Job overview:** As Examinations Manager you will hold overall responsibility for all aspects of external examinations, ensuring all aspects are carried out efficiently and accurately in accordance with the regulations set by JCQ and the awarding bodies; liaising with external parties where required. You will be the main school point of contact for external examination matters, undertaking all associated administration and organisation required to arrange and support the examination process in school. You will also hold responsibility for the coordination and deployment of invigilators for all external examinations

## Main Duties

### Exam Regulation and Compliance

- Ensure all exam regulations are adhered to.
- Ensure protocol is in place for external inspection visits.
- Ensure attendance at appropriate external and INSET training meetings and keep up to date with latest procedures and regulations for external examinations.
- Work alongside the SLT link for exams to ensure that school policies and procedures are updated as required.
- Ensure awarding body procedures and guidance are adhered to, in relation to Non-Examination Assessment (NEA).

### Communication and Liaison

- Disseminate awarding body information to staff.
- Maintain and administer all processes required for successful and accurate candidate entries, including effective staff and pupil liaison.
- Provide staff and pupils with a centre timetable which includes dates, times, and seating plans.
- Provide pupils with guidance from awarding bodies and inform them of the details of the examination process.

### Financial Administration

- Arrange payment reimbursements as necessary to candidates and reconcile invoices from awarding bodies.



## Main Duties

### Exam Administration and Organisation

- Organise the examination timetable and room allocation for each examination series in accordance with internal and external regulations.
- Administer Access Arrangements, in close liaison with the SEND and Pastoral teams.
- Recruit, manage, train, and organise a team of invigilators. Ensure correct information is passed to the HR for payroll purposes.
- Ensure correct administration of each and every external examination, including: invigilation, examination room layout, storage of papers, dissemination of external examination papers and stationery, and secure dispatch to external awarding bodies.

### Support and Advice

- Offer advice to staff, parents, and pupils, particularly leading up to and during the external examination season.
- Administer the required protocol in the event of a complaint.
- Advise on and apply for Special Consideration as required, both during and following the external examination period.

### Results Management

- Ensure receipt and correct download of external examination results and effective dissemination to pupils, staff, and other agencies.
- Maintain effective and accurate results logs (with the assistance of the Data Manager).
- Deal with issues arising from Results Days and start the Post Results Service (PRS), keeping accurate payment records, and liaising with the Finance Office.
- Inform candidates and relevant staff members of the results of the PRS application and advise where necessary.

### All staff duties

- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in its commitment.



## Qualifications & Experience

- Experience in timetabling and coordination of large-scale events or assessments
- Experience of working in the education or public sector
- Educated to A Level or equivalent suitable experience
- GCSE English and Maths at C, 7 or equivalent
- Experience of working in a role requiring general office administration
- Experience of successfully building and maintaining working relationships with external parties
- Experience with using MS Office products and bespoke internal systems
- Experience working within strict compliance/regulation boundaries
- Experience in handling sensitive and confidential information
- *(Desirable) Experience in a role directly related to examination management*
- *(Desirable) Experience in managing or monitoring a team of staff*
- *(Desirable) Familiarity with SEND procedures and/or working with children who have additional needs*

## Skills

- Excellent communication skills, both verbal and written
- Excellent general administration skills
- Strong organisational skills
- Able to work accurately with strong attention to detail
- Strong time-management and prioritisation skills, working to strict deadlines
- Able to work independently
- Able to demonstrate effective team working
- Strong problem-solving skills, with the ability to manage and resolve issues independently.
- *(Desirable) Able to deliver training and instructions to a group of staff*
- *(Desirable) Able to deliver instructions to a large group of students*

## Knowledge

- Understand procedures and legislation relating to confidentiality and Data Protection
- Understand and implement child protection procedures
- *(Desirable) Knowledge of current exams legislation, regulations and policies*



## Personal Attributes

- Able to establish rapport, respect and trusting relationships with colleagues, children, and their families
- Able to exchange verbal information clearly and sensitively with both children and adults
- Able to work calmly under pressure
- Demonstrates integrity, impartiality and confidentiality
- Able to demonstrate a clear commitment to develop/learn in the role, with associated training
- Strong work ethic and a proactive, can-do attitude
- Strong interpersonal skills
- Flexible approach to working pattern and adapting when needed
- Ability to manage physical aspects of the role, including standing or sitting for long periods, and occasionally moving exam materials and equipment.

In addition to a candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

1. Motivation to work with children and young people;
2. Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
3. Emotional resilience in working with challenging behaviours; and,
4. Attitudes to use of authority and maintaining discipline.



# The benefits

## **Benefits:**

- Auto-enrolment into a contributory pension scheme (LGPS for support staff, employer contribution 25%)
- Free on-site parking and cycle to work scheme
- CPD through internal and external providers (including a subscription to National College)
- Employee Support Programme offering retail discounts and vouchers, a 24/7 confidential advice line, and counselling.
- Specsavers Eye care vouchers
- Free use of the sports facilities

## **Key terms:**

- Hours: 32.5 per week (exact pattern negotiable)
- Full time, 52.14 weeks per year
- Annual leave: 25 days plus statutory bank holidays
- Duration: Permanent
- Location: Due to strict compliance this role will be based on site in the school. Ad hoc, infrequent working from home may be mutually agreed for specific work tasks on occasion.
- Remuneration: The Essex Schools' Local Government Scale 7, Point 19 (within ranges 19 (FTE £32,031) – 24 (FTE £35,412). Actual salary £28,161 gross per annum.

Due to the nature of the exams process, it is expected that there will be fluctuations in hours of work across the academic year therefore flexibility is required to adjust where needed. Out of hours work or additional hours will be given as mutually-agreed TOIL.

## **To Apply:**

Please apply via the school's mynewterm recruitment page.

Applications Deadline: 4<sup>th</sup> May 2026  
Start date: 1<sup>st</sup> September 2026 (with several expected handover days prior to this)

Interviews: w/c 11<sup>th</sup> May 2026  
The need to appoint quickly means we reserve the right to appoint at any time.

Contact: Applicants who require further information should contact the HR Manager at [recruitment@shsb.org.uk](mailto:recruitment@shsb.org.uk) or telephone 01702 606 200.

If you feel you might need any adjustments to help support you during the recruitment process please contact us; we want to make sure everyone has the opportunity to evidence themselves at their best.

## .....how to apply

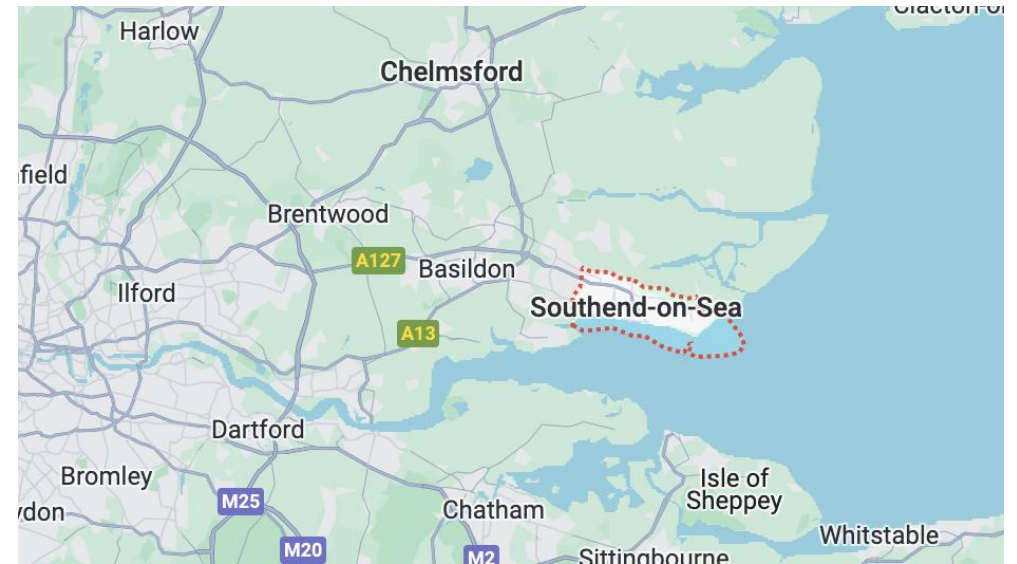


Southend High School for Boys is situated in the heart of the city of Southend On Sea, a resort city on the north side of the Thames Estuary in Essex, southeast England.

Southend originally consisted of a few fishermen's huts and farms at the southern end of the village of Prittlewell. In the 1790s the first building, around what was to become the high street, were completed. In the 19th century Southend's status of a seaside resort grew after a visit from Princess Caroline of Brunswick and Southend Pier was constructed - the longest leisure pier in the world which it is serviced by a small train and has a museum at its shore end. The Cliff Lift, a century-old funicular, clings to the hillside and offers coastal views.

Southend is now the 52nd city in England and the second in Essex having been granted granted city status in 2022 by Queen Elizabeth II in memory of Sir David Amess, the Conservative MP for Southend West.

The school is thirty miles from London and is close to main road and rail links from London, and to Chelmsford and Cambridge.



## Data Protection and Privacy Notice:

Under data protection legislation, you have the right to request access to information we hold about you. To make a request, contact [enquiries@shsb.org.uk](mailto:enquiries@shsb.org.uk). You also have the right to:

- object to the processing of personal data if it is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed.

We will always seek to comply with your request. However, we may be required to hold or use your information to comply with legal duties. If you have a concern about the way we are collecting or using your personal data, you can raise your concern in the first instance either with the HR Manager ([HR@SHSB.org.uk](mailto:HR@SHSB.org.uk)) or our Data Protection Officer ([dpo@shsb.org.uk](mailto:dpo@shsb.org.uk)). Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## Recruitment & Selection Policy:

The Trustees recognise the value of achieving a diverse workforce including people from different backgrounds, with different skills and abilities. We are committed to ensuring our recruitment and selection processes are conducted in a systematic, efficient, and effective manner, and promotes equality of opportunity. Please refer to our website for full details of our Recruitment & Selection policy.

## Safeguarding:

SHSB is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The post is exempt from the Rehabilitation of Offenders Act 1974. To assess suitability to work with children, the School is permitted to ask applicants to declare all convictions and cautions in advance of attending an interview (including "spent" convictions unless they are "protected" under the DBS filtering rules)

