

**St Cuthbert's
Catholic High School**

Live life in all its fullness

Examinations Officer

Application Pack

June 2025

**MORE THAN
A SCHOOL**





June 2025

Dear Applicant

A warm welcome to St. Cuthbert's. It is a privilege to introduce myself as Headteacher of St. Cuthbert's Catholic High School. Let me start by thanking you for your interest in St Cuthbert's Catholic High School. My colleagues on the Governing Body and I are delighted you are considering making an application for the post of Examinations Officer **to commence in September 2025.**

We are a Catholic 11-16 High School in the heart of the community and wonderful things happen at our school every day. Our school has a rich, exciting, broad and balanced curriculum which is expertly sequenced to get the very best from our students. Our teaching and learning is high quality and research-led, and our Pastoral support ensures that all of our children are happy, safe and cared for.

At St. Cuthbert's we challenge our whole school family to live out our core values (which are based on the Gospel Values), every day. We teach our students to have the courage to stand up for what is right, the commitment to know more and be more, the compassion to respect and understand others, and the challenge to work together as one community.

We are proud that our school is well known for its care and recognition of each individual child, its warmth of relationships and its academic excellence irrespective of ability. We are determined to develop the whole child at St. Cuthbert's through our strong Personal Development offer, along with a vibrant extra-curricular and educational visits programme.

Our Vision is clear and our Mission is lived out daily. We are a school where everyone is valued, where everyone matters and where everyone is encouraged to 'live life in all its fulness' (John 10:10). St. Cuthbert's is truly more than a school.

In July 2022, Ofsted Inspectors returned and confirmed that St Cuthbert's **continues to be a good school.**

In our most recent Catholic School Inspection in May 2025, inspectors reported that ***"Pastoral care is exceptional", "Students at St Cuthbert's Catholic High School benefit from a well-established culture of care and inclusion" and "Relationships at all levels are characterised by mutual respect, kindness and compassion and that staff morale is high"***.

I warmly encourage candidates to call me should they wish to discuss the position further, whilst visits to the school can also be arranged. Please telephone my PA, Mrs Geden on 01744 678123, in the first instance to arrange this. On behalf of the Governing Body I look forward to hearing from you and in receiving your completed application form.

Yours sincerely

Mr Stuart Holland
Headteacher



Our Motto

Live life in all its fullness

John 10:10

Our Mission

St Cuthbert's is a Catholic High School, in which students, staff, governors and friends will work together as a Christian family to live the message of the Good News of Jesus Christ to love God and our neighbour **(Mark 12:29-31)** by:

learning to know and accept the love of God by the way we treat each other and work together **(Matthew 7:12)**

providing the best education for all students and helping them to *live life in all its fullness* **(John 10:10)**

protect and take pride in all aspects of our environment so that we become stewards of God's creation **(Psalm 8)**

respecting and embracing all cultures and recognising that as individuals we are unique **(Genesis 1:26)**

accepting the support of those in our community who work for the good of the school **(Luke 10:25-37)**

developing the gifts, talents and aspirations of all students and staff **(Matthew 25:14-30)**

reaching out to those who need our help in our world **(Mark 1:39-42)**



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Our Values

Courage
Commitment
Compassion
Community

Our Vision

A vibrant community uniquely created by God, which embraces everyone, especially those in need and celebrates difference. Enabled by a staff dedicated to our Catholic ethos and a culture of excellence, our young people will be inspired to know more, and be more.



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Job Description

Job Title:	Examinations Officer
Responsible for	Students, Resources
Salary Scale :	SCP NJC 12-17
Hours	37 hours per week, term time plus one week (39 weeks)
Contract:	Permanent
Responsible to:	Assistant Headteacher – Achievement, Data and Assessment
Responsible for:	Exam invigilators

Purpose of the Post

To take responsibility for the organisation and smooth running of both internal and external examinations.

To act as the primary liaison between the school and external examination bodies. To be familiar with the requirements and regulations placed on schools by both awarding bodies and the Joint Council for Qualifications (JCQ), and will ensure that the school is compliant with these before, during, and after examination periods.

Roles and Responsibilities:

Planning and organisation

1. Understand the regulations and requirements of all examinations held by the school, both internal and external.
2. Comply with all JCQ and awarding body regulations and keep up to date with any changes to these.
3. Maintain security and confidentiality of exam papers and student data.
4. Manage arrangements for the safe and secure receipt, checking and storing of examination papers and materials.
5. Contribute to development and review of examination-related school policies.
6. Work with the SENCO to ensure appropriate access arrangements and reasonable adjustments for appropriate students.
7. Manage registration of candidates for all examinations.
8. Work with the finance team to ensure all examination fees are paid, as necessary.
9. Oversee the secure return of completed scripts to exam boards.
10. Arrange for remarks, reports and queries about examination results from exam boards.
11. Communicate key dates and procedures to staff, students and parents/carers.
12. Oversee the preparation and photocopying of internal exams.

Exam management

1. Recruit, train and manage invigilators as required.
2. Make sure appropriate conduct during examination sessions, in line with requirements and regulations from awarding bodies and the JCQ.
3. Manage the logistics for examination sessions, including timetabling, seating plans, room booking, resources and staffing.
4. Make sure students are aware of their personal exam timetables, managing and resolving clashes in accordance with guidance and safeguarding procedures.
5. Carry out necessary administrative tasks related to the organisation of examination sessions.
6. Support the SENCO to implement access arrangements and reasonable adjustments as required.
7. Manage arrangements for the safe and secure storage and dispatch of completed examination papers.
8. Manage any unexpected issues or emergencies and late arrivals that arise during an examination session.
9. Submit reports to examining bodies, as required.
10. Monitor and support invigilators during exams.

Results and data management

1. Make arrangements for sharing results with students (e.g. results day).
2. Make sure results are received by the school in a secure and confidential way.
3. Be familiar with data analysis reports and tools, and be able to share results data with stakeholders as appropriate.
4. Arrange receipt and distribution of examination certificates to candidates.
5. Manage retention of results, including certificates, for the school's records.
6. Check and collate certificates in advance of students collecting them.

Training and development

1. Undertake training as appropriate for the role.
2. Be familiar with training on offer for other members of staff involved in examinations (e.g. invigilators), signposting these where appropriate.
3. Train and manage invigilators as required.

Other areas of responsibility

1. Outside of exam season to support the front reception/office a few days per week.

Miscellaneous

1. Promote and safeguard the welfare of children that you are responsible for or come into contact with.
2. To comply with the schools' Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
3. To comply with all schools' Policies
4. To comply with the schools' Code of Conduct.
5. The postholder will be expected to have a good knowledge of the school's policies and procedures and adopt a common sense approach to problem solving.
6. The job description sets out the main duties associated with the stated purpose of the post. It is assumed that other duties of a similar level/nature undertaken within the section are not excluded because they are not itemized.
7. The duties of this post could vary from time to time as a result of new legislation; changes in technology or policy and in that case appropriate training may be given to enable the post holder to undertake this new/varied work.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate.

The details contained within this job description reflect the contents of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

**Postholder's
Signature:**

Date: / /

**Headteacher's
Signature:**

Date: / /

Person Specification

POSITION: Examinations Officer

	Attributes	Essential / Desirable	Stage Identified
Qualifications & Training	<ul style="list-style-type: none"> Educated to GCSE level in English and Maths. 	E	A/I
Experience	<ul style="list-style-type: none"> Working in a school/college or administration environment Managing the administration of examinations Working with confidential and/or sensitive materials Managing other members of staff, such as invigilators Managing time and workload to meet deadlines Using a management information system (MIS) Working with data sets Working with awarding bodies and regulatory organisations, e.g. JCQ Complying with statutory regulations set by external bodies 	E E E E E E E E E	A/R A/I A/I A/I A/I A/I A/I A/I A/I
Skills and knowledge	<ul style="list-style-type: none"> High standard of communication (verbal and written) Polite and effective interpersonal skills Competent with common IT systems, e.g. Microsoft Office, MIS Data analysis Time management and planning Ability to work flexibly and quickly under pressure Ability to work across multiple projects and deadlines Ability to follow policies and procedures set by the school and external agencies 	E E E E E E E E	A/I A/I A/I A/I A/I A/I A/I A/I
Personal qualities	<ul style="list-style-type: none"> Organised Ability to keep calm under pressure Ability to work well in a team, and independently Ability to work flexibly and multi-task 	E E E E	A/I A/I A/I A/I
Other	<ul style="list-style-type: none"> Supportive of the Catholic ethos of our school Able to fulfil all spoken aspects of the role with confidence through the medium of English Demonstrate a commitment to equality. Demonstrate understanding of Health and Safety at work. Understand and carryout Child Protection procedures. Understand procedures and legislation relating to confidentiality and data protection. CPD – be prepared to develop and learn in the role. 	E E E E E E E	A/I I A/I A/I A/I A/I A/I

Advisory Note to Applicants

Information for Applicants

Please download, complete and return the CES application form, recruitment monitoring form, disclosure form and consent to obtain references form by the closing date specified.

Please ensure that you fully complete all the relevant sections. Please ensure that you provide an up-to-date email address as we often contact candidates electronically rather than by post.

You should make reference to the person specification and job description stating your particular strengths and how your experience to date has prepared you for this particular role.

Please note that CVs will not be accepted.

Safeguarding – Disclosure and Barring Service Check

St Cuthbert's Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The position advertised is subject to an Enhanced Disclosure and Barring Service Check, medical clearance, satisfactory references, qualification checks and eligibility to work checks under the Asylum and Immigration Act.

At Interview

If you are invited for interview, references will be taken up prior to your interview.

Applicants are also requested to bring to interview the original documentation of their qualifications. Applicants who have not received an invitation to interview within two weeks of the specified closing date should assume they have not been shortlisted (unless otherwise stated in the advertisement).

Application Closing Date:

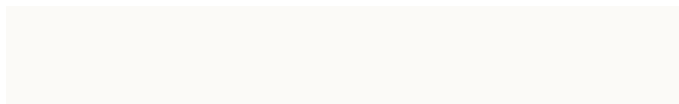
The closing date for applications is **Monday, 7th July 2025 at 9:00am.**

Interviews will be held on:
TBC.

Completed application forms should be returned by email to recruitment@stcuthberts.com

The Headteacher
St Cuthbert's Catholic High School
Berrys Lane
Sutton
St Helens
WA9 3HE

Thank you for considering St Cuthbert's Catholic High School and we look forward to receiving your application.





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**For more information, please contact
the Headteacher, Mr Stuart Holland
on 01744 678123**

St Cuthbert's Catholic High School
Berry Lane
Sutton
St Helens
Merseyside
WA9 3HE

Tel: 01744 678123 **Email:** recruitment@stcuthberts.com
www.stcuthberts.com



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