



Recruitment Information

Examinations Officer

Permanent - 37 hours per week

Working weeks - 26 weeks/year to be worked flexibly around compulsory onsite critical windows of the exam period

Salary: Grade E

FTE £33,178 to £36,369

Actual Salary £18,376 to £20,143

Application Deadline: Friday 28th August by 12pm

Start Date: September 2026

Company Registration Number: 7703800

Name of the Academy Trust: Testwood School

Data Protection Registration No. Z5506335

Registered Address: Testwood School, Testwood Lane, Totton,
Southampton, Hampshire, SO40 3ZW

For more details, visit www.testwoodschooll.co.uk

A photograph of Testwood School, a large red brick building with many windows, set against a clear sky. In the foreground, a white signpost stands on a green lawn. The signpost has two signs: the top one says 'TESTWOOD SCHOOL' with the school crest on either side, and the bottom one is blue and white, reading 'Ofsted "GOOD" January 2019' with the Ofsted logo.

Welcome To Testwood School

Testwood School has been educating the young people of our community since 1946.

We are a mid-size 11-16 comprehensive school located in Totton. We aim to nurture our young people to become respectful, resilient and proud to take responsibility in our community. We aim to do this by aiming to consistently act in accordance with our core values of being **Caring, Inclusive and Ambitious**.

We are proud of our good reputation in the community and many of our students are not the first generation to attend Testwood. Some even claim to be fourth generation Testwood!

We are proud of our traditions, such as our House system, but we also embrace change, seek to learn from best practice elsewhere, and prioritise the professional development of our staff. We do this not just to improve our effectiveness as a school, but also because we recognise that learning and development are as important to staff as they are to our students here at Testwood School.

We are proud that our staff culture is open, collaborative and supportive. If you too want the very best for young people, recognise that this can be challenging at times, are prepared to work hard, and would like to be a part of our school community then I would encourage you to apply to join us.

Tim Webber

Headteacher, Testwood School

A handwritten signature in black ink, appearing to read 'T. Webber', positioned above the portrait of the headteacher.

Examinations Officer - Job Role



Testwood School is a great place to work and develop as a teacher. It has a strong sense of community where students are at the heart of what we do.”

We are seeking a dedicated and organised Exams Officer to oversee the smooth administration of examinations. The successful candidate will be responsible for coordinating exam schedules, ensuring compliance with regulations, leading a team of invigilators and organising support for students throughout the examination period.

This role offers an excellent opportunity for individuals with experience of working in a school to lead the integrity and efficiency of our examination processes.

The role requires the post holder to be present during the main operational phases of the school year, namely the summer exam series, August results days, internal exams and NEA unit entry points. (Typically November, February and May)



Please send your completed application form to Jill Giles, Admin Manager at jgiles@testwoodschool.co.uk



Testwood School have a wealth of wellbeing and welfare initiatives to ensure our staff thrive and enjoy the working life”

Person Specification – Examinations Officer

*E = Essential, D = Desirable

Criteria / Standard	E/D	Source of Evidence
Qualifications		
At least grade C/4 in GCSE Maths and either English Language or English Literature	E	Application
Level 3 or higher educational qualifications	D	Application
Additional professional qualifications appropriate to role	D	Application
Experience, skills and attributes		
Experience working in an educational institution	D	Application/Interview/Reference
Excellent organisational skills	E	Application/Interview/Reference
Focused attention to detail to ensure compliance with regulations and accuracy of records	E	Application/Interview/Reference
Experience in managing staff or leading a small team.	D	Application/Interview/Reference
Ability to work independently and as part of a team in a busy environment.	E	Application/Interview/Reference
Ability to use IT effectively as an integral component of the role	E	Application/Interview/Reference
Ability to manage several different tasks at once, prioritising appropriately	E	Interview/Reference
Enthusiastic and determined, resilient to setbacks.	E	Interview/Reference
Possess flexibility, sensitivity, tact and a sense of humour	E	Interview/Reference
Excellent communication skills, verbal and written	E	Application/Interview/Reference
Discretion, courtesy, honesty and integrity	E	Interview/Reference
Committed to own professional development and learning	E	Application/Interview
Ability to direct, motivate and develop other staff.	E	Application/Interview
Ability to contribute to the professional development and learning of other staff	D	Application/Interview

Committed to promoting the safety and wellbeing of all students	E	Interview
Able to commit to enrichment activities for students	D	Application/Interview
Committed to the school values (Caring, Inclusive, Ambitious)	E	Interview
Committed to equal opportunities	E	Interview
Suitability to work with children		
Responsible for promoting and safeguarding the welfare of children and young persons.	E	Reference/Interview
The post is subject to enhanced DBS checks	E	Document verification

Testwood School Senior Team: Why work with us?



I have worked in 8 schools during my career, and this is my favourite by some distance. We are indebted to those who have worked at Testwood before us for creating such a good reputation and solid foundations on which to build. We have high standards to live up to and we expect everyone at Testwood to improve the school so that we hand it over to our successors as an even stronger school than we found it."



Tim Webber
Headteacher



I consider myself lucky to have worked at Testwood since 2005. No two days are the same and it is a real pleasure to come to work every day. Working with young people is a privilege and we are lucky to be in the position to be able to make a difference."



Phil Ward
Deputy Headteacher for
Student Welfare



I joined Testwood in 2023, I am excited to be part of the changes that we are making with our curriculum and offer at KS4, with both academic and vocational qualifications. We want to ensure that our students leave us well prepared to meet the challenges of their next steps and become valuable members of the Totton community."



Becky Magee
Deputy Headteacher for
Student Learning and
Performance



Testwood School has a positive, supportive and collaborative environment. We aim to build strong, lasting relationships with students, colleagues, and the wider school community, which makes working here so enjoyable and rewarding. Testwood School is such a special place and I am grateful and proud to have been part of its community for so many years.”



Dermot Murphy
Assistant Headteacher
for Student Belonging



Testwood School is a community with a strong bond between staff, students and parents. This has made it a special place to work since I joined in 2009. I feel privileged to be part of such a supportive environment where I have had the opportunity to work with so many talented teachers.”



Nick Gilbert
Assistant Headteacher
for Staff Learning and
Performance



Being the CFO at Testwood School allows me to combine strategic financial leadership with a meaningful mission. I find it rewarding to see how thoughtful budgeting directly impacts learning and opportunity. Knowing my work helps sustain a thriving school community makes the role especially fulfilling. Testwood is an inclusive and supportive place to work and I feel very privileged to be part of the Testwood Family.



Caroline Cates
Chief Financial Officer



Having worked here for 17 years, I feel that Testwood is the place for me. The staff are brilliant; committed, hardworking and with a great sense of humour. We are a collaborative team, working so closely together and always supporting each other and we would be delighted for you to join our Testwood Family.”



Jools Housham
Assistant Headteacher
for Staff Welfare and
Belonging



Testwood School: What Our Staff Say



Testwood is an incredibly inclusive, welcoming and inspiring school to work in. I feel incredibly privileged to be part of a community that holds children and education at its core. Staff are treated with the utmost respect and I value the support and guidance given from my colleagues. We take huge pride in what we do for our students and the sense of community can be felt throughout the school. I come to work in the morning knowing that I am going to make a difference today.”



Rachel White
Curriculum Leader for
Media & Head of Year 8



I really do love my school and fully enjoy teaching Mathematics to my students. I find my colleagues to be very approachable, having an ‘open door policy’, and committed to doing the best for our students. I feel safe in the guidance and decision-making of our Senior Leadership Team and I am comfortable to approach them with concerns or raising alternative opinions. Our staff are very welcoming and open and I am privileged being part of a growing team making those marginal gains for all our students.”



Ashley Terblanche
Curriculum Leader for
Maths



I thoroughly enjoy working at Testwood School and that is due to the brilliant staff and students. I feel very supported and work so closely with my team, it makes the day so much brighter. I know that our senior staff will always be there to support me and if I have any concern, they will always listen.”



Libby Pope
Attendance Officer

Testwood School: Why work for us?

Nestled on the scenic edge of the New Forest in Hampshire, Totton is a charming town offering the perfect blend of natural beauty and urban convenience. Boasting outstanding transport links, it features its own railway station with direct routes to London, easy access to major motorways, and excellent local bus services.

With an appealing average house price of around £340,000, Totton is a fantastic, accessible place to call home. Residents enjoy a vibrant lifestyle with diverse local activities, from discovering the historic Eling Tide Mill and catching a show at Hanger Farm Arts Centre, to exploring nearby family favorites like Paultons Park and the stunning walking trails of the New Forest.

Our staff are important to us. We strive to support them in all ways possible. We offer the following:

- Personalised professional Development Programme
- Dedicated Staff Welfare Support
- Additional paid lunchtime duties for all staff
- Free onsite parking and daily staff refreshments
- Cycle to Work Scheme
- Maternity Support Scheme
- Tax free Childcare Vouchers
- Engagement in Tech Scheme



Caring | Inclusive | Ambitious

Testwood School: What Our Students Say



It is such a caring and positive environment. The teachers are encouraging and help you, whilst still letting your work be authentic and genuine to my visions.”

Year 10 Student



At Testwood, there are so many opportunities and so many subjects that I love. There are so many great things about the school and all the teachers are really nice.”

Year 7 Student



The staff find so many incredible opportunities for us to learn. They really care about us and our futures.”

Year 10 Student



Additional Application Information

Safer Recruitment

Testwood School are committed to safeguarding and promoting the welfare of all children and preventing extremism. The Trust is required to conduct a variety of checks and online searches about you as part of their recruitment process in accordance with Keeping Children Safe in Education guidance. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children.

Data Protection Act 1998

You should be aware that the information you have provided will be stored on our Testwood Secure Database and will only be used to process your application. It will not be passed on to any other person or organisation.

Privacy Notice

The School collects information about you in order to provide you with recruitment and employment services. We will use the information for the recruitment and selection process and, if successful, to activate employment with the School.

The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and is necessary for the County Council to comply with a legal obligation.

The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee.

We will keep your personal information for one year following the interview date if you are not successful, and for the duration of your employment plus 7 years if you are successfully appointed.

You have some legal rights in respect of the personal information we collect from you. Please see the School's website for further details on their privacy notice and data protection policy. You can contact the School's Data Protection Officer if you have a concern about the way they collect or use your data.

All successful candidates are subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.

Please visit our website www.testwoodschool.co.uk for further information



Caring | Inclusive | Ambitious



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