

The South Wolds Academy and Sixth Form



Examinations Officer Application Pack

October 2026



October 2026

Dear Applicant

Examinations Officer

Thank you for your interest in this post.

The South Wolds Academy is a popular, high-attaining 11-18 school. Our main aim is to enable every student to achieve their academic and social potential. We strive to achieve outstanding attainment and care, guidance and support, underpinned by a strong programme of enrichment that prepares our students for the rest of their lives. In December 2019 OFSTED judged us to be a good school with many outstanding features and the most recent report can be found on our website. We are regularly one of the 10 highest performing schools in Nottinghamshire and our "culture of high achievement is prevalent in all that we do.

At the centre of our improvements are outstanding staff who are committed to taking every possible step to enable our students to enjoy and succeed. If you are successful in your application for this post then you can rest assured that we will be absolutely committed to your professional development, work-life balance, and career aspirations. Governors, senior leaders and I are committed to enabling all staff to fulfil their roles successfully, to flourish professionally and prepare for the next stage of their career.

Perhaps our school is best summed up by OFSTED who reported that "pupils achieve well within a culture of high ambition" and "teachers have high expectations of what pupils can achieve". We are looking for someone who can make a major contribution to our great school and further enhance our students' experience.

We would urge all candidates to explore the school website www.southwolds.co.uk to find out more about our great school and students. Alternatively you can follow us on Instagram or Facebook for an easier way of staying in touch.

South Wolds is an exciting place to work – a place where staff and students do have a smile on their faces. We would be delighted to hear from you if you decide to apply for this post. Please complete an application form and use the "Additional Information" to section explain:

How your training and experience to date have prepared for you this post;

- What difference you will make to the students if you are appointed; and
- Why we should appoint you to this post.

We look forward to hearing from you. **The closing date for applications is 9.00 am on Monday 2nd November 2026.** We reserve the right to interview suitable candidates prior to that date. Should this prove successful we may close to new applicants earlier so please don't delay in submitting your application.

If you have any queries then please contact Gail Burrows, Office Manager by phone or email gburrows@southwolds.uk.

Yours sincerely

Halina Angus
Head Teacher



THE SOUTH WOLDS ACADEMY & SIXTH FORM
Church Drive, Keyworth, Nottingham NG12 5FF
Head Teacher: Halina Angus

South Wolds is a high attaining, semi-rural- popular school located in the village of Keyworth in Nottinghamshire which is only 6 miles from West Bridgford. We are also a founding partner of the East Midlands Education Trust, committed to providing a first class education for all of our students.

Examinations Officer
Start date: As soon as possible
37 hours per week, Term Time plus two weeks
Scale 6 (£32,578 - £34,811 pa pro rata) – actual salary £29,610 - £31,639

Are you highly organised, detail-focused and committed to ensuring processes are delivered accurately and efficiently? We are seeking to appoint an exceptional Examinations Officer to join our team and take responsibility for the administration and management of all internal and external examinations.

This is a key role within the academy, helping to ensure that examinations are conducted in full compliance with Joint Council for Qualifications (JCQ) regulations and awarding body requirements, while providing an outstanding service to students, staff and parents.

As Examinations Officer, you will have overall responsibility for the planning, administration and delivery of the examination process across the academy. Working closely with the Data Manager, senior leaders, teaching staff and invigilators, you will ensure examinations are managed securely, accurately and efficiently.

This is an exciting opportunity to join a highly supportive team and make a real difference to the lives of young people at a crucial stage in their education.

South Wolds is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

If you would like further details please e-mail Gail Burrows, Office Manager
gburrows@southwolds.uk or visit [EMET](https://www.emet.org.uk) to download an application pack.

Closing date for receipt of applications: 9.00 am on Monday 2nd November 2026
We reserve the right to interview suitable candidates prior to that date. Should this prove successful we may close to new applicants earlier so please don't delay in submitting your application.



Job Description

1. Title of Post:	Examinations Officer
--------------------------	----------------------

2. Accountable and Responsible to:	Data Manager
---	--------------

3. Grade:	6
------------------	---

4. Main Purpose of the Job:	
1.	This post holder will be responsible for the management of examinations

5. Main Responsibilities of the Job:	
	Examinations Officer
1.	Overall responsibility for the management and administration of exams.
2.	Provide the administrative service for the examinations process in the school and be the single point of contact with JCQ and awarding bodies.
3.	To be responsible for managing the effective and efficient management and administration of external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations (on behalf of the JCQ member awarding bodies) and/or awarding body rules and requirements for exams administration in a consistent and secure fashion, thereby helping to maintain the integrity and security of the examination and assessment process.
4.	To provide support, advice and guidance to the head of centre/senior leadership team in fulfilling their responsibilities in ensuring that the centre is compliant with the JCQ regulations and awarding body requirements to ensure the integrity and security of the examinations/assessments at all times.
5.	Manage the exams section of academy website, ensuring all information is timely and updated regularly in line with JCQ, exam board, academy and Trust requirements
6.	Leadership and Line Management of the Invigilation Team with the responsibility for the recruitment, selection and allocation of staff.
7.	Produce and deliver the annual training day for both new and existing invigilators ensuring all JCQ requirements have been met.
8.	Responsibility for ensuring that appropriate staff within Student Support are trained and have the necessary skills and experience and are fully conversant with all procedures to enable appropriate cover in an emergency, as well as, providing exam support for access student. Liaise with the Inclusion Manager to allocate resources.
9.	Checking and processing the payments for a team of invigilators.

10.	Manage the examinations budget in relation to exam entries, exam re-sits, and RORs. Ordering, maintaining and allocating all equipment utilised in exams. Reconciliation of invoices against original orders to ensure that payments are not duplicated and that the correct fees have been charged. Meeting deadlines for submission of entries to avoid penalty fees.
11.	Maintain up-to-date knowledge of current legal requirements for examinations and best practice through active continual professional development by: membership of the Examination Officers' Association and liaison with Exam Officer networks locally and nationally;
12.	Regularly keep up to date and update policies and procedures in line with JCQ requirements ensuring the centre adhere's to strick regulatory framework which requires a detailed knowledge of a range of JCQ documents.
13.	Keep fully up-to-date with the syllabus requirements and entry procedures for the different types of assessment.
14.	The provision of all course management information and qualification codes ready for both the Census for the Data Manager to complete and the estimated entries deadlines.
15.	Produce and distribute an annual calendar for all examinations both internal and external to all stakeholders. To understand JCQ and awarding body key dates and deadlines and in place robust procedures to ensure these are met.
16.	Liaise with students, parents and other third parties on any matter relating to the examinations process, including disseminating information, answering queries and dealing with complaints.
17.	Process the examination entries using appropriate computer software and provide check sheets for students and subject leaders to ensure accuracy of the entries.
18.	Make arrangements for internal and external examinations, including the production of the timetable, agreeing with the senior leadership team for internal exams. Arrange rooming, invigilation, provision for students with specific arrangements including access arrangements and resolve exam clashes in accordance with JCQ regulations.
19.	Liaise with the SENCO and Inclusion Manager regarding students with special arrangements. Organise provision for candidates with access arrangements.
20.	Inform students of examination arrangements and codes of behaviour during examinations.
21.	Receive, collect and store securely all question papers and examinations stationery and ensure that all papers required have been delivered.
22.	Managing internal staff procedures (Reception, Site Team and IT Team) to ensure the processes they are involved in the exam cycle adhere to JCQ regulations.
23.	Oversee the arrangement of exam layouts in the designated exam areas to ensure compliance with JCQ regulations and prepare and manage registers. Check timings and ensure that all materials are in the examination room at the start of the examinations
24.	Supervise students before, during and after examinations, ensuring that examination conditions are maintained at all times in accordance with JCQ regulations.
25.	Support inspections undertaken by the JCQ Centre Inspection Service (CIS), particularly general inspections during an exam series and question paper integrity inspections.
26.	Deal with student issues arising on exam days in accordance with awarding body regulations.
27.	Managing breaches of the examination regulations.
28.	Administer and investigation of suspected malpractice, maladmission and appeals ensuring they are processed in line with school policies, JCQ regulations and awarding body regulations.
29.	Manage and investigate with supporting evidence the submission of special consideration applications in liaison with the Safeguarding Lead, Head of Sixth Form, parents and candidates.
30.	Oversee the checking and distribution of certificates.

31.	Parcel up and arrange for the dispatch of scripts in line with examination board procedures.
32.	Collect payments and process requests for examination resits, enquiries about results and access to scripts.
33.	Consult with teaching staff to ensure that necessary non examined assessment is completed on time and in accordance with JCQ guidelines.
34.	Manage the updates to Subject Performance Leads to ensure they are meeting the requirements of non-examination elements of qualifications.
35.	Responsibility for the uploading of non-examination assessment materials for MFL and GCSE English Language spoken endorsement to meet the deadline and without errors.
36.	Plan, prepare for, and manage the restricted release of results and grade boundaries and the distribution of provisional statements of results in accordance with JCQ regulations and/or awarding body requirements.
37.	Effectively use internal and external IT systems to access and manage awarding body results information.
38.	Download examination results on results days
	General
1..	Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.
2..	Be aware of GDPR.

Person Specification	Essential	Desirable
Awareness of child protection and safeguarding policies	Yes	
Good all round education with 5 GCSE or equivalent A* – C grades including English and Maths	Yes	
Experience in a data / examinations administrator role in a school / college environment		Yes
Excellent communication skills	Yes	
The ability to work alone or as part of a team	Yes	
Good computer skills (Word, Excel, Powerpoint, Email and Internet use)	Yes	
The ability to maintain confidentiality	Yes	
Awareness of GDPR.	Yes	
Familiarity with Arbor school software		Yes

The South Wolds Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to support the school in the delivery of this.

All staff must have the right to work in the UK and will be subject to a DBS check prior to taking up appointment.