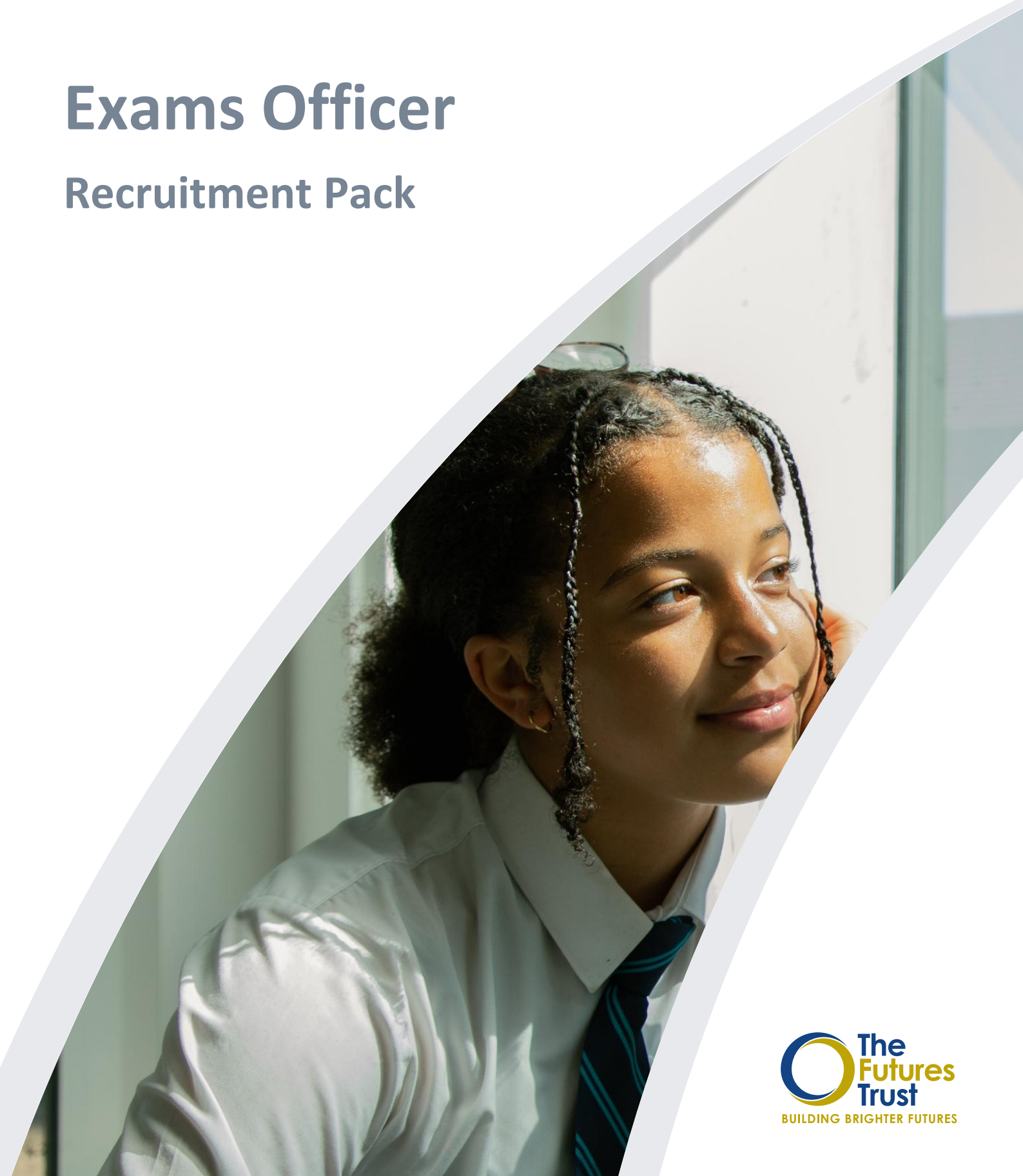




Barr's Hill School
Building Brighter Futures

Exams Officer

Recruitment Pack





BUILDING BRIGHTER FUTURES

Our story is one of moral purpose. We are a learning community where everyone works collaboratively to plan, spread expertise and tackle challenges together — always focused on putting the needs of our students first. Together we build brighter futures.

Our Mission

We aim to make a difference by raising the horizons and ambitions of everyone who learns, works, and lives within our diverse communities.

Our Values

The Trust is committed to building brighter futures. This commitment is underpinned by three core values:

- Student's first
- It's about learning
- No barriers

Join Us

This is an exciting time to become part of The Futures Trust. Every role here is more than a job — it's real, impactful work that makes a meaningful difference in the lives of our students and their communities. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn, grow, and truly change lives.



4

Primary Schools



6

Secondary Schools



9000+

Students



1300+

Staff



Thank you for considering a career with The Futures Trust.

We are delighted to provide you with this recruitment pack, designed to offer all the information you need to embark on a rewarding journey with us.

Emma Martin

Head Teacher



Placeholder image only



Barr's Hill School is an outstanding school that is committed to Building Brighter Futures for all of its students.

Every decision we make is about the young people we serve, their learning experience and their personal development. We are looking to expand our team of talented professionals who excel in their field to help us on the next phase of our exciting journey.

We look forward to hearing from you.



▼ Job Details

JOB TITLE	EXAMS OFFICER
OPPORTUNITY	We are seeking to appoint an excellent Exams Officer to lead the delivery of all internal and external examinations for the school, ensuring full compliance with Awarding Body requirements, and that students are able to achieve their best in national qualifications, by being responsible for the planning, preparation and administration of examinations. You will have a flexible approach to work and be a role model to students.
REPORTING TO	Assistant Head
LOCATION	Based at Barr's Hill School with a requirement to travel to work at or for schools in the Trust.
SALARY/HOURS	Grade 5, £29,837 - £35,940 per annum (£27,219 - £35,940 per annum pro-rata) 37 hours / 41 weeks (5 days must cover results period in August) Mon – Thu: 8.00 am – 4.00 pm, Fri: 8.00 am – 3.30 pm
BENEFITS ENHANCING WORKING LIVES	- Competitive rates of pay - Professional development opportunities - Career pathways across the Trust - Teacher / Local Authority Pension Scheme - Online retail discount - Employee Assistance Programme - Family Friendly policies to support family & carer commitments - Flexible Working Arrangements www.thefuturestrust.org.uk/why-work-for-the-futures-trust



Job Description

Job Purpose

To lead the delivery of all internal and external examinations for the School, ensuring full compliance with Awarding Body requirements, and that students are able to achieve their best in national qualifications, by being responsible for the planning, preparation and administration of examinations.

Duties and responsibilities:

Under the guidance of the School's Senior Leadership Team and with support from colleagues in School and from across The Futures Trust:

Before examinations/Synoptic Assessments

Planning:

- Maintain and develop systems to manage and coordinate all aspects of the exams administration process
- Research and understand qualifications and how they are assessed
- Identify and access relevant support available from external stakeholders (Awarding bodies/JCQ (Joint Council for Qualifications) /Network group/*The Exams Office* etc.)
- Comply with JCQ and awarding body regulations, guidance and instructions and keep abreast of developments/changes/updates
- Effectively use JCQ and awarding body online tools where required (e.g the Centre Admin Portal (CAP), secure extranet sites)
- Oversee (as the main administrator) and manage appropriate access rights for relevant internal stakeholders using JCQ and awarding body online tools
- Manage own time effectively to ensure key tasks are undertaken and external key dates and deadlines are met (Achieved by creating and working to an annual exams plan)
- Communicate clear internal deadlines and processes for gathering/sharing exam-related information from/with relevant internal stakeholders
- Brief candidates/staff/parents/carers on examination regulations and requirements
- Actively support the Headteacher in co-operating with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit
- Annually confirms the information required by the National Centre Number Register (as administered by OCR on behalf of the JCQ) and informs of any changes to centre status



- Manage arrangements to receive, check and store question papers and examination material safely and securely at all times and for as long as required in accordance with the regulations
- Support the Headteacher in managing *Conflicts of Interest* by informing the awarding bodies to timescale and recording the measures taken to mitigate any potential risk to the integrity of the qualifications affected.
- Contribute to the creation/review/update of numerous exam-related policies as required by the regulations and accurately reflecting working practices in the centre.
- Support the SENCO in implementing examination access arrangements or reasonable adjustments for eligible candidates (processing approval applications and requesting modified papers by the published deadlines)
- Disseminate guidance to Subject Leaders regarding Non-Examination Assessments (NEAs) to ensure rules and regulations are complied with.

Entries:

- Observe the awarding bodies' published terms, conditions and processes for the registration or entry and withdrawal of candidates for their examinations and assessments
- Register or enter candidates for an examination or assessment in accordance with the awarding bodies' published procedures and published deadline for that qualification
- Implement processes and liaise with relevant internal stakeholders to gather correct entry information to internal deadlines implementing strategies to avoid late (or other penalty) fees
- Maintain required identifiers for each candidate entered for an examination or assessment and enter candidates who are on roll at the centre as internal candidates
- Verify the identity of all students that are entered for examinations or assessments
- Effectively use internal and external IT systems to submit and manage awarding body registration and entry data
- Liaise with Finance to ensure fees are paid as instructed and at the time specified by the awarding bodies
- Submit any applications for transferred candidate arrangements in accordance with the awarding body requirements
- Liaise with relevant internal stakeholders to ensure final entries/registrations that have been submitted to an awarding body are regularly monitored, submitting timely changes (amendments/withdrawals) to ensure candidates take the correct papers at the correct time and enabling awarding bodies' to deliver accurate results to the centre

Pre-exams/Synoptic Assessments:

- Work with colleagues to train and ensure the effective deployment of the School's team of Invigilators.
- Manage the arrangements for the timetabling, rooming, seating, resourcing and invigilation of examinations in accordance with the regulations
- Effectively resolve exam timetable clashes and manage overnight supervision arrangements (where arrangements may be required after all other options have been explored) in accordance with the regulations
- Ensure all candidates are notified of their examination entries and the dates and times of their examinations/assessments in accordance with the regulations
- Ensure all candidates are aware of the JCQ and awarding body information and regulations regarding the conduct of their examinations/assessments in advance of these taking place
- Confirm relevant internal stakeholders complete administrative tasks associated with centre assessed work in an accurate and timely manner in accordance with the requirements of awarding bodies and moderators
- Support the SENCO in implementing examination access arrangements or reasonable adjustments for eligible candidates (appropriate arrangements for rooming, resourcing, facilitation, invigilation etc.)



- Effectively manage arrangements for the secure storage and dispatch of examination scripts for marking

During examinations:

Exam time/Synoptic Assessments

- Effectively manage the conduct of examinations in accordance with JCQ regulations and/or awarding body rules
- Ensure all exam accommodation is prepared in accordance with the requirements
- Inform the JCQ Centre Inspection Service of any alternative site that may be used by the centre to conduct timetabled examinations
- Effectively deploy fully trained invigilators to exam rooms according to the requirements
- Manage unexpected issues/irregularities which may affect the conduct of examinations
- Support the Headteacher in investigating and reporting cases of suspected or actual malpractice in connection with an examination as required by the JCQ and awarding bodies
- Manage emergency access arrangements for eligible candidates as the need may arise during exam time
- Maintain the confidentiality and security of candidates' responses and dispatch scripts according to the requirements
- Submit to the published timescales, relevant follow-up reporting to awarding bodies' in relation to the very late arrival of candidates for examinations and applications for special consideration where candidates meet the published criteria

After examinations:

Results and Post-Results

- Ensure candidates and relevant internal stakeholders are aware of processes, key dates and deadlines in relation to the issue of results and the arrangements for post-results services
- Plan, prepare for, and manage the restricted release of results and the distribution of provisional statements of results in accordance with JCQ regulations and/or awarding body rules
- Effectively use internal and external IT systems to access and manage awarding body results information
- Understand awarding body results indicators and provide support for relevant internal stakeholders in accessing results reports/analysis tools
- Effectively use external IT systems to administer post-results services in accordance with the regulations to the published deadlines
- Manage and administer the receipt, distribution and retention of examination certificates according to the regulations

Examinations Budget

- Monitor the examinations budget including checking and signing all examination invoices and addressing irregularities as necessary.
- Ensure that invoices are raised for students where appropriate.

School Census:

Coordinate and maintain the School Census



Line management

- Lead the school's team of Invigilators to ensure an efficient and effective service is provided and regulatory standards are maintained.

General

- Update and maintain Post 16 courses on the DfE Post 16 Course Directory website.
- Organise the Year 7 CAT testing at the start of the academic year.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of Examinations Officer are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.



▼ Person Specification

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EDUCATION AND QUALIFICATIONS	- GCSE's grade C or above in English, Maths and ICT or equivalent - Full driving licence	Relevant qualification e.g Examination Officers' Association BTEC Level 2- Level 4 award.	Application Form Certificate
SKILLS AND ABILITIES	- Highly organised; can prioritise and work well under pressure, meeting strict deadlines and exercising attention to detail - Excellent communication skills: Able to communicate effectively both verbally and in writing with a range of audiences including students, parents, external bodies and colleagues - Able to maintain the highest levels of confidentiality and data security - Able to lead, manage, train, motivate and develop colleagues to deliver compliance and added value - Able to quality assure the work of the Examinations Team, to monitor and measure standards and ensure compliance		Application Form Interview Test

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
SKILLS AND ABILITIES CONT..	• Able to use ICT Systems to ensure the efficient and effective running of the examination service • Can methodically and accurately record, interpret and present written and numerical data for use in decision making • Good interpersonal skills and the ability to demonstrate tact and empathy when dealing with sensitive issues • Able to consistently produce high quality work • Proactive and able to work with own initiative • Able to contribute to the development and maintenance of policies and procedures • Able to follow the schools safeguarding procedures and recognise when to report concerns.		
EXPERIENCE	• Working in an examinations role in an education setting • Handling and interpreting data and manipulating other statistical information • Preparing detailed reports based on statistical analysis and findings • Supervising and directing staff • Problem solving • Implementing and overseeing systems to ensure compliance		Application Form Interview
KNOWLEDGE AND UNDERSTANDING	• Up to date knowledge of national examinations practice and procedures, including of Joint Council for Qualifications (JCQ) regulations • The importance of adhering to policies, procedures and exam regulations • Good working knowledge of databases, spreadsheets and relevant software, including SIMS		Application Form Interview Test
OTHER REQUIREMENTS	• A professional role model who is committed to their own professional development and to developing others • Committed to and able to promote the aims of the school and the values of the Trust. • Able to work calmly under pressure and withstand stress • Able to work flexibly, and to attend meetings and INSET days as required		Application Form Interview



How to apply

Closing date:
Friday 9 October 2026

Interviews:
tbc

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team:
tel: 02477 102134

To apply for this post, please complete the online application form found at:
www.thefuturestrust.org.uk/work-with-us/current-vacancies

On application please read the following policies found at:
www.thefuturestrust.org.uk/work-with-us/recruitment-policies

- Barr's Hill Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants



The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.

The successful candidates for all positions will be subject to an enhanced DBS check and Children's Barred List check.