

Bingley Grammar School

Exams Officer

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Headteacher Mr Luke Weston

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www.bingleygrammar.org



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WELCOME FROM THE HEADTEACHER

Dear Candidate

Thank you for your interest in applying for a position at Bingley Grammar School. This is an exciting opportunity to be part of a dedicated team and to make a real difference to the lives of our students. It is our staff who drive the high standards of achievement that our students expect and deserve.

Within this Information Pack you will find;

- School History & Vision
- Staff Benefits Information
- Department Information
- Post details
- Job Description
- Person Specification

If you feel you are ready for the challenge and would like to know more about the school and its activities, please take a look at our website. If you would like to speak with me directly or arrange a visit to the school please do not hesitate to contact school on 01274 807700.

I hope the information provided will assist you in submitting your application but if you require any further information please contact our recruitment team on 01274 807720 or recruitment@bingleygrammar.org

To apply for the post please complete the relevant application form in full and ensure it is submitted before the closing date advertised. We do not accept CVs but please feel free to attach a copy of your CV to your application form.

We, as a school, are extremely proud of our diverse community of staff and students and we look forward to you joining our team.

Yours faithfully



Mr Luke Weston
Headteacher



SCHOOL HISTORY & VISION

At around 1900 students, Bingley Grammar School is a large and high attaining 11-18 comprehensive, mixed ability and multi-cultural school and understandably that gives the school a great sense of community. All our staff are incredibly hard working and we take pride in knowing our students as individuals. We deliver a constantly evolving broad and rich curriculum along with high quality pastoral support. As a staff we are committed to high quality professional learning and as such we have a two hour CPD session on alternate Mondays as well as many other opportunities such as our programme allowing staff to study for a Master's Degree in Education and a variety of other in-house bespoke courses.

Since its foundation the School has prided itself on its motto of 'passing on the torches of learning', and this is as true today as it was in 1529. We are proud of our past but also focused on the future and aim to provide an education that combines the very best of tradition and innovation.

Constantly developing a culture of excellence is at the heart of everything we do and we do not limit our definition of achievement simply to traditional academic pursuits. We believe in developing well rounded individuals and as a result we make significant investment into the areas of sport and the creative and performing arts.

The Sixth Form at BGS is a thriving one with over 300 students following highly personalised pathways. Virtually all our learners leave us at the end of Y13 to attend their first choice university. We are currently redeveloping our sixth form building to enhance the resources available to our Sixth Form students.

Our vision is simple, we seek to develop the skills, talents and interests of all our students as individuals. No young person learns effectively unless he or she feels safe, secure and happy. Bingley Grammar School is a caring and supportive school and we try to address the individual needs of every student through a comprehensive, flexible pastoral system. As such, we work together to develop self-respect, self-discipline and self-understanding.

We look forward to our future but we value our past and particularly our traditions, believing they provide a solid and stable foundation for the whole school. Our well-established house system at the heart of the school helps to foster a strong sense of belonging.

We, as a school, are extremely proud of all our staff and students and we look forward to you joining our team.



STAFF BENEFITS INFORMATION

The school offers all its staff a range of benefits including:

Appraisal – The opportunities to achieve enhanced increments for outstanding achievement and progress in lessons.

CPD – An extensive programme including the opportunity to apply for a Master's Degree in Education and NPQML/NPQSL. The school also closes early on alternate Wednesday's in order for staff to participate in training, much of which is faculty based.

Cycle to Work Scheme – lease a bike and safety equipment as a tax free benefit through our salary sacrifice scheme.

Employer Pension Scheme – Teachers Pension Scheme (Teachers). Local Government Scheme (Support Staff).



POST DETAILS

Exams Officer

37 hours per week, term time + three weeks (41 weeks per year)

Mon - Thurs 8.00am to 4.00pm, Fri 8.00am to 3.30pm (with a half-hour unpaid lunch break)

Salary Band 8, SCP 18-22 - Actual Salary £28,635 -£30,598 (FTE £31,537-£33,699)

The role and responsibilities include (but are not limited to):

- Ensure the school strictly adheres to all Joint Council for Qualifications (JCQ) and individual exam board regulations.
- Coordinate and submit accurate student entries and estimated grades to exam boards for GCSE, A-Level, and vocational qualifications ahead of deadlines to avoid late fees.
- Manage the school's Management Information System (Arbor) to process entries, and results.
- Create and distribute comprehensive exam timetables for both staff and students, resolving any scheduling or rooming conflicts, and seating plans in conjunction with the schools Data Officer.
- Maintain the absolute security of exam papers and confidential materials in accordance with strict national guidelines, including handling deliveries, secure storage, and safe dispatch of completed scripts.
- Work closely with the SENCo (Special Educational Needs Coordinator) to ensure students with Access Arrangements (e.g., extra time, readers, scribes, separate rooms) are fully accommodated and that evidence is documented.
- Assist with recruitment, training, and scheduling of a team of external exam invigilators. Ensure they are fully briefed on updated regulations and school safeguarding procedures.
- Assist with creating and conducting briefings for students, parents, and staff regarding exam regulations, expectations, and contingency plans.
- Lead the download, and distribution of results for both A-Level/Level 3 results day and GCSE results days in August.
- Manage the process for reviews of marking (appeals) and access to scripts, ensuring strict adherence to tight deadlines.
- Receive, check, archive, and organise the distribution of official exam certificates to students.

The successful candidates will be able to demonstrate:

- The postholder requires a good level of general education.
- A good sense of humour, enthusiasm and a positive attitude
- Computer literacy, including a high level of proficiency in Excel and Word and ideally a knowledge of Arbor and Google Workspace.
- A flexible, efficient approach to duties is required, with the ability to act on own initiative.
- The ability to work well both individually and as part of a team
- The ability to relate well to children and adults.
- Good literacy and numeracy skills
- Appropriate knowledge and understanding of UK GDPR
- Excellent interpersonal and communication skills

Closing date: 9am on Friday 28th August 2026

Interviews will be held: Week commencing 7th September 2026

For more information and to apply please see our website or contact our Recruitment team on 01274 807700 or email recruitment@bingleygrammar.org

Please note CVs will not be accepted

Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. You will be required to undertake an enhanced DBS check

JOB DESCRIPTION

Responsible to: Exams Lead - Associate Assistant Headteacher (AAHT)

Prime Objectives of the post:

- Ensure strict adherence to all exam board regulations to secure centre accreditation and uphold exam integrity
- Plan and execute seamless, distraction-free exam seasons across GCSE, A-Level, and vocational qualifications.
- Deliver precise, compliant access arrangements (extra time, readers, scribes) so every student has a fair opportunity to succeed.
- Maintain absolute accuracy in candidate entries, seating plans, and the secure, timely processing of summer results.
- Provide clear, reassuring guidance and timetables to students, parents, staff, and invigilators to minimise exam-period anxiety.

Supervisory/Management Responsibilities

No supervisory responsibility for other staff. Responsible for managing student behaviour within the Behaviour and Rewards system.

Supervision and Guidance

Day to day work in liaison with the Exams Lead - Associate Assistant Headteacher but expected to exercise considerable initiative in performing delegated duties, seeking the necessary advice where appropriate.

Range of Decision Making

Required to use own initiative to make decisions within established working practices and procedures to ensure accuracy and consistency of application. Expected to take initiative in the development of new administrative procedures to meet changing requirements and improvements in quality. Required to use good common sense and initiative in all matters relating to the duties of the post.

Responsibility for Assets, materials, information etc

Due to the nature of the role, an enhanced level of confidentiality and security of information is required relating to the school, its pupils, parents and carers. General responsibility for the care of all equipment and materials within the designated area of the school.

To support the planning of the academic year:

- Proactively communicate internal entry deadlines to staff early in the academic year, ensuring all submissions are received in time to eliminate late fees and optimise resource allocation under your own initiative
- Oversee exam data compliance within the MIS (Arbor) and Exams Assist as well as maintaining written records where required
- Design and deliver clear training sessions or guidance packs for staff regarding exam room protocols, malpractice prevention, and emergency evacuation procedures.
- Assist with recruitment and training of the invigilator workforce: Plan staffing requirements early in the academic year to ensure adequate, fully trained invigilator coverage for all exam periods.
- Design and distribute internal and external exam timetables and seating plans: Build templates and schedules well in advance, resolving any space or rooming conflicts between GCSE and A-Level cohorts.
- Collaborate with the SENCo for access arrangements: Plan and secure the necessary resources (separate rooms, readers, scribes, or laptops) to ensure statutory access requirements are met.

- Provide administrative and clerical support: Draft and distribute pre-exam information packs and guidelines to students, parents, and staff to manage expectations and minimise exam anxiety.
- Support the analysis and downloading of summer results data under strict embargo during the August results window.
- Carry out any other duties as directed by your line manager: Undertake tasks commensurate with the general level of responsibility of the post to support the wider school administration.
- Manage user accounts and access permissions within exam-related software (e.g., Arbor, exam board secure portals), including setting up access for external invigilators

General Responsibilities

- To provide administration support, where necessary to other areas of the school, including data entry, word processing, photocopying, filing and providing support, as required for scheduled events within school for example Data entry deadline dates, Parents' Evenings and Open Evening.
- To contribute to the efficient running of the school by contributing to the development of systems to meet changing needs and to improve the services provided.
- To provide some break or lunch time supervision of students on a rota basis and exam invigilation, as required.
- Your duties also include any assistance which may reasonably be required of you by the School from time to time.
- Be aware of and comply with the school's policies and procedures, including those relating to child safeguarding, health and safety, equal opportunities, data security and confidentiality and data protection.
- To support, uphold and contribute to the development and implementation of the school's equal rights policies and practices in respect of employment issues and the delivery of services.
- Contribute to the overall ethos of the school.
- Appreciate and support the role of other staff
- Participate in training and other learning activities and performance development as required.
- To demonstrate fluency of English language at an intermediate threshold level

Safeguarding Statement

Bingley Grammar School is committed to safeguarding, to safer recruitment practices and promoting the welfare of children and young people and expects all staff to share this commitment.

Fluency Duty

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Mastery or proficiency level which requires the post holder to demonstrate that he/she can express him/herself spontaneously at length with a natural conversational flow, avoiding or backtracking around any difficulty so smoothly that the person with whom they are conversing is hardly aware of it.

Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may have been used in which case all the usual associated routines are naturally included in the job description.

PERSON SPECIFICATION

Key

E/D = Essential/Desirable Criteria for post

A = Application Form

I = Interview

R = References

T = Test

C = Certificate/Documentary Evidence

Criteria	E/D	How Measured				
		A	I	T	R	C
Qualifications						
GCSE (grade A*-C) or equivalent, in English and Maths	E	X				X
Evidence of previous personal development	D	X				X
Experience & Knowledge						
Experience of working as an Exams Officer	E	X	X			
Experience of using Arbor	D	X	X		X	
Experience of working in a school environment	D	X	X		X	
Skills and Competencies						
Excellent communication, IT and organisational skills	E	X	X	X		
Excellent command of written and spoken English	E	X	X			
Ability to prioritise a busy workload to meet demanding deadlines	E	X	X			
Accurate and thorough approach	E	X	X			
Working Behaviours						
Approachable and confident demeanour	E	X	X		X	
An understanding of the importance of promoting and safeguarding the welfare of children	E	X	X		X	
Committed to acting with integrity, honesty, loyalty and fairness to safeguard the reputation of the school	E	X	X		X	
Common sense and initiative	E	X	X		X	
Flexibility to adjust to change and development	E	X	X		X	