

EXAMINATIONS OFFICER

Harris Westminster Sixth Form

Grade 5 (Inner London) + Performance and Loyalty Bonus
+ Harris Wellbeing Cash Plan + Pension Scheme (LGPS)
+ Additional Harris Benefits
Part time: 20 hours per week, term time only

For a confidential discussion about this post with the Principal, Claire Scott, or for more information, please contact Hannah Syrad (PA to Executive Principal) on 020 3772 4555 or h.syrad@harriswestminstersixthform.org.uk.





HARRIS WESTMINSTER
SIXTH FORM

June 2026

Dear Applicant,

Thank you for your interest in the post of Examinations Officer at Harris Westminster Sixth Form. The part time nature of this role reflects the ebb and flow of the exam year. While advertised at 20 hours per week, it is more likely that this role will consist of weeks on and weeks off, to reflect when exams are taking place.

Our school is one of the top sixth forms in the country, with the aim to deliver high quality education and outstanding outcomes to students who come from disadvantaged backgrounds. HWSF is selective on both ability and disadvantage and places first go to academically able students from disadvantaged backgrounds. It is a wonderful school with an ethos of “learning is amazing”, where staff truly care about the progress their students make over their two years with us.

We are based in the heart of Westminster, and work in collaboration with the Harris Federation and Westminster School. Our location gives us many benefits; we hold our assemblies in St Margaret’s Church and Westminster Abbey, and we offer students weekly lectures from visiting speakers.

Our [examination results](#) and student destinations (summer 2025: 439 students attended Oxbridge, 78% a Russell Group university) are outstanding and are testament to the hard work and commitment of our staff and students. I encourage you to explore our [website](#) to learn more about the unique aspects of our curriculum and student offerings which make HWSF so special. Our [newsletters](#) give a great insight into day-to-day life at HWSF.

This post is an excellent opportunity for those wishing to make a difference to the lives of young people across London, and to embrace CPD that will help them prepare for their next steps.

We want the best people to join our community and we are committed to a diverse and inclusive student and staff body. If you are passionate about making a difference and feel you have the right experience and expertise, or the willingness to quickly learn, I encourage you to apply to join us. We look forward to receiving an application from you. We hope that you find the enclosed information helpful and are excited by the opportunities that HWSF would provide.

Yours faithfully,

Claire Scott
Principal

“The lessons are incredibly interesting and taught amazingly. The atmosphere created is something I’ve never experienced before.”

- Mia, Year 12

“HWSF offers unique opportunities like societies which create an experience that is unlike any other school.”

-Salva, Year 12



Job Purpose

- To plan and organise all internal and external examinations across the Sixth Form.
- To manage the examinations team, including recruitment, scheduling, and training invigilators.
- To be responsible for all the data associated with internal and external examinations.
- To be responsible for ensuring that the Centre meets all the requirements of JCQ and exam boards.
- To work closely with staff and students to ensure that exams are conducted smoothly, and the needs of students are appropriately catered for.
- To undertake the administration involved in Access Arrangements, Special Considerations, Malpractice and Post-Results Services, as well as any other exams-related administration.

Reporting to: Assistant Principal

Responsible for: Examination Invigilators

Liaising with: Principal, Vice Principal, Assistant Principals, Heads of Faculty, Heads of Department, Heads of House, external agencies and parents.

Main Areas of Responsibility

Operational/Strategic Planning - Exams

- To attend all appropriate meetings.
- To liaise with Heads of Faculty regarding examination entry requirements as required.
- Produce students' examination timetables for internal and external examinations and disseminate the information in an accurate and timely manner.
- Manage a team of invigilators during exam windows.
- Recruit invigilators and train new and existing invigilators annually.
- Produce an invigilation timetable and to cover for invigilators if necessary.
- Ensure all students, staff and parents are fully informed of examination details.
- Complete examination entries.
- Liaise with examination boards.
- Administer the procedures for special considerations, overnight isolation and malpractice, and any other examination related administration, in a timely and accurate manner.
- Organise the setting up of the examination area, ensuring the right notices are displayed and all required equipment is present.
- Be familiar with the most up to date JCQ rules and regulations and ensure that any relevant parties within the sixth form are also familiar.
- Deliver examination scripts to invigilators on the day of the exam.
- Safe keeping of examination registers and seating plans before and after external examinations.
- Liaise with the SENDCO and ensure special arrangements are in place.
- Make alternative arrangements for students with examination clashes.
- Ensure all NEA grades are returned accurately to the appropriate examination boards.
- Take delivery of and check examination scripts and ensure these are kept in a secure place.
- Oversee the distribution of secure storage keys to relevant staff.
- Organise the distribution of all external examination results and producing the required data analysis for relevant parties.
- Manage the post-results process, including submitting documentation to the examination boards and liaising with the finance team regarding payment.
- Manage problems arising during the issue of examination results.
- Dispatch examination scripts as outlined by the examination boards, including coursework.

- Circulate all exam publications to relevant staff.
- Arrange the collection of examination certificates.
- Quality-assurance, printing and preparing papers for internal examinations.

Staff Development: Recruitment/Deployment of Staff

- To take part in the Sixth Form staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in relevant areas following discussion with line manager.
- To engage actively in the Performance Management Review process.
- To work as a member of a designated team and to contribute positively to effective working relations within the Academy, assisting in other teams when necessary.

Quality Assurance

- To help to implement Academy quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation in line with agreed Academy procedures, including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To review from time-to-time programmes of work.

Management of Information

- To maintain appropriate records and to provide relevant accurate and up-to-date information for Academy correspondence.
- To complete the relevant documentation to assist in the tracking of correspondence.

Marketing, Liaison and Communications

- To contribute to the development of effective collaborations with partner schools and other external agencies.
- To take part in marketing and liaison activities such as admissions exams.
- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the Academy.
- To follow agreed policies for communications in the Academy.

Management of Resources

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the leadership team to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the Academy, subject area and the students.

Pastoral Systems

- To alert appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.

Other Duties including School Ethos

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post.
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term.
- To participate in training and other professional development learning activities as required.
- To promote equal opportunities and celebrate diversity in all aspects of the academy.

- To play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To support in-school on Results and Enrolment days.
- To promote actively the academy's corporate policies.
- To adhere to the academy's Dress Code.
- To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate.
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the academy's Safeguarding/Child Protection policies.
- To be aware of and comply with all academy and Federation policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

The jobholder will ensure that academy policies are reflected in all aspect of his/her work, in particular those relating to:

- 1) Equal Opportunities
- 2) Health and Safety
- 3) Data Protection Act (2018)
- 4) Safeguarding children



Person Specification

Attributes	Description
Qualifications, Knowledge & Training	English and Mathematics GCSE or equivalent (Essential) Degree or relevant qualifications (Desirable) Knowledge of the examination system and procedures (Essential) Knowledge of Microsoft software, in particular, Microsoft Excel (Desirable)
Experience	3 years' experience in a similar working environment (Desirable) Experience in a similar role (Essential)
Personal Skills & Qualities	Ability to communicate with students from a range of different backgrounds Skilled in the use of databases Ability to communicate with parents and other key stakeholders Ability to remain calm under pressure Ability to work to tight deadlines Ability to generate ideas and drive solutions Ability to work with challenging young people Commitment to equality and diversity Ability to recruit, organise and manage exam invigilators
Academy Ethos	Enthusiasm for and commitment to the achievement of the academy/ Federation's overall vision for success at all levels Motivation to work with children and young people Ability to build and sustain professional standards, relationships and personal boundaries with children and young people Emotional maturity and resilience in dealing with challenging behaviours Ability to contribute towards creating a safe and protective environment Empathy with the aims and objectives of Harris Federation Willingness to continue professional development Commitment to maintaining high standards and expectations Commitment to contributing to academy life as a whole Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

"I like the community in HWSF and how diverse the school is."

- Nabiba, Year 12

"I like the fact that everyone is challenged, and I can see that all of my teachers are really passionate about what they are talking about."

- Thomas, Year 12



HARRIS WESTMINSTER
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Recruitment process and additional recruitment information

Closing date: 15th June 2026

Interview date: Week beginning 22nd June 2026. We reserve the right to conduct interviews as applications come in. This may lead to the advert closing early.

Start date: September 2026

Recruitment process:

Once you have submitted your application, it will be assessed against the criteria in the person specification. If you score well against this criteria, you will then be invited to attend an interview.

Details will be made available when selected, but the interview is likely to include at least:

- A data task
- A panel interview

Special Requirements: If you require reasonable adjustments prior to your interview, please include this on your application form.

References: We will obtain references from your referees prior to interview. To prevent any delays, please ensure that the reference section of the application form is accurate and completed in full.

Right to work in the UK: If you are invited to attend an interview, you will be asked to produce original and up to date documentary evidence of your right to work in the UK.

Data Protection: Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

Criminal Convictions: All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must inform us about any spent and unspent convictions and will be asked to complete a criminal convictions disclosure form at interview.



Why Harris?

Joining the Harris Federation at any point in your career will be a rewarding and fulfilling experience. You will be part of a driven team that spans 52 schools and a central services team in Croydon, who are committed to their work with the disadvantaged students of London.

We offer an attractive benefits package, plenty of professional development opportunities and a focus on career growth. You will also experience a supportive environment with a focus on health and wellbeing and a culture of openness and respect.

- Harris wellbeing cash plan- provides cover for routine healthcare such as optician check-ups, dental treatment, physiotherapy, and acupuncture,
- 24-hour, 7 day a week virtual GP service
- Performance and loyalty bonus
- Learning and development- wide range of training and development opportunities including structured qualifications through the School-Led NPQ Network
- Pension Scheme (Local Government Pension Scheme for support staff and Teachers Pension Scheme for teachers)
- Employee Assistance Programme- we have partnered with Health Assured to offer free and confidential to advice to our staff including support with family, financial information, counselling and legal advice
- Electric car salary sacrifice scheme
- Interest-free ICT and season ticket loans
- Cycle to work salary sacrifice scheme
- Policies designed around staff wellbeing, including family leave, menopause and flexible working.

Why Harris Westminster Sixth Form?

Read our [staff testimonials](#) to find out why our staff love working here. The word cloud below comes from students' responses to the questions "Why did you choose HWSF?"

We're a community made up of students from all walks of life and from every borough in London with a common goal. We are ambitious for ourselves, and we really love to learn. Our students might face all sorts of hardships in their day-to-day lives, but when they enter our building, they get to be scholars and to focus on learning, knowing that they have the support of their fellow students and from staff to give them the opportunity to succeed.



Why Harris?

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Please also have a look at our website www.harriswestminstersixthform.org.uk.

Thank you for your interest in Harris Westminster Sixth Form. We look forward to receiving your application.

*If you think a career with us is right for you, discover more at:
www.harriscareers.org.uk*



The Sixth Form is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment.