



Pathfinder

Multi Academy Trust

*Providing an excellent education from age 2 to 19*

## EXAMS OFFICER

## MALTON SCHOOL

Required from January 2026

Closing date: 9am Tuesday 18th November 2025

Interview date: w/c Monday 25th November 2025 (TBC)



## Malton School

A Specialist Science School

Malton School is seeking a well-organised, efficient and reliable Exams Officer to join our dedicated support staff team. This is a key administrative role at the heart of the school, ensuring the smooth running of all internal and external examinations. The successful candidate will take responsibility for the full exams process, from registering candidates and managing entries to preparing timetables, arranging invigilation, and ensuring that examinations are conducted in line with awarding body regulations.

We are looking for someone who is calm under pressure, accurate in their work and able to manage multiple deadlines. Excellent communication, organisation and IT skills are essential, as the role involves working closely with staff, students, parents and exam boards. Previous experience in exams administration would be an advantage, but training will be provided for the right person.

At Malton School, we pride ourselves on being a welcoming and supportive community where every member of staff plays a vital role in helping our students achieve their best. This position offers an opportunity to make a real difference in a busy and rewarding environment.

For the successful candidate we offer:

- A welcoming school where staff / student relationships are excellent
- A vibrant, supportive community which engenders a real sense of belonging
- The opportunity to join a friendly and supportive team.
- A varied and interesting role
- A coaching culture which is a key focus for bespoke staff development.

### Job Title

Exams Officer

### Reports to

Assistant Headteacher—Curriculum

### Grade

NJC Payscale Grade G, Scale Points 13-18  
1200 Hours Per Academic Year to be worked flexibly  
*Full Time during Exam Weeks and Part Time during Non Exam Weeks*  
Term time only plus one week  
**£20,212—£21,806 per annum Actual Salary**  
Based on £29,064—£31,357 per annum FTE

### Additional Information

Completed application forms should be emailed to:

Claire Hardware, HR & Operations Manager

#### Malton School

Middlecave Road  
Malton  
North Yorkshire  
YO17 7NH

Email: [cmh@malton.pmat.academy](mailto:cmh@malton.pmat.academy)

Pathfinder Multi Academy Trust is an equal opportunities employer, committed to safeguarding and promoting the welfare of children. Enhanced DBS check required.

As part of our due diligence process an online search will be carried out on all shortlisted candidates. These checks are carried out to determine suitability to work with children and keep them safe. If you wish further information regarding these checks please contact 01904 806000.



Pathfinder

Multi Academy Trust

## ABOUT MALTON SCHOOL



### Malton School

A Specialist Science School

#### A small, friendly school providing a happy environment for personal development

Malton School serves a wide rural area of Central Ryedale, as well as the town of Malton itself. We currently have 1002 students on roll, including 216 in the Sixth Form; there are over 60 teaching staff and over 70 support staff. We are fully comprehensive. Our staff student relationships are excellent. Behaviour is extremely good. Most of our students move on to university and many of them to Russell Group universities. We offer a very happy and supportive community in which colleagues can further develop their career. The school is over-subscribed.

The school operates an iPad for Learning Scheme. Every member of staff has an iPad as well as a laptop and all students have an iPad.

The school has recently joined the [Pathfinder Multi Academy Trust](#) and [Teaching School Hub](#) and we are also a member of the [Red Kite Teaching School Alliance](#). We share staff development programmes and opportunities within the MAT and the alliance, including leadership development and support for early career teachers.

#### Benefits of working at Malton School

The school prides itself in being a supportive employer, offering favourable terms and conditions to facilitate outstanding teaching and learning. Some of the main additional benefits of working at Malton School include:

- PPA above the national expectation in response to staff delivery of a Personal Development Activity (PDA – see below).
- A strong bespoke staff development programme for all staff.
- Access to Employee Assistance Program
- Apple Distinguished School – your practice will be enhanced by having an iPad to utilise in the classroom.
- Membership of the Red Kite Teaching School Alliance.



Malton School was judged Good with Outstanding Sixth Form Provision in December 2023





## Exams at Malton

Exams are a pivotal part of school life, representing moments when our students can truly shine and show the progress they've made through hard work and dedication. At Malton School, we believe that a calm, well-organised exam experience helps every student perform at their best and feel supported throughout what can be a challenging time. The Exams Officer plays a crucial role in making this happen — ensuring every detail runs smoothly, every student feels confident and prepared, and each exam day reflects the care and commitment that define our school community.

## The Pastoral Team

Malton School provides a caring environment whilst inspiring students to fulfil their potential. We have a dedicated Pastoral Team that works with staff and students throughout the school. The Team is led by the Directors of Keys Stages 3, 4 & 5 (Lower/Upper School and Sixth Form) and consists of 7 Heads of Year across the three Key Stages, all overseen by the Assistant Headteacher Pastoral Care & Safeguarding. It is supported by a team of Form Tutors, a Career and Attendance Lead, Head of Guidance and a dedicated Pastoral Admin Team.

## The School Curriculum

We operate a four-period day within a ten-day cycle. Each lesson is 75 minutes long. Students have 26 hours curriculum time each week, with the extra hour on a Thursday set aside for personal development (see below).

### Key Stage 3

Students are placed in mixed-ability form groups. In Year 7, teaching is in mixed ability groups. In Years 8 and 9 setting is for Science, Maths and the group of subjects English, Geography, History, French and Religious Education.

### Key Stage 4

English (including Literature) Maths, Double Science, Religious Studies and Physical Education are compulsory. Students then choose four further options subjects (10% of curriculum time each). Where students choose triple science, this takes up one of their 4 option blocks.

### Key Stage 5

Advanced Level courses are currently taught in Biology, Chemistry, Computer Science, Design Technology, Economics, English Literature, Fine Art, French, Geography, History, Maths, Maths (Further), Music, Photography, Physics, Physical Education, Politics, Psychology, Religious Education, Spanish and Sociology. BTECs are offered in Food Science, Health and Social Care, and Sport and Cambridge Technicals are offered in Information Technology, Business Studies, Digital Media and Performing Arts. Re-sit GCSE courses are also offered in English and Maths, together with an open access provision for IT skills acquisition.

## Personal Development Activity

One hour per week is devoted to personal skills development. Staff offer nearly 40 different courses. Students choose a different course each term. The scheme is focused on character education and the development of the whole child. New members of staff would be expected to contribute to this programme.

## Academic Structure

The academic work of the School is structured in Faculties. Each Faculty is led by a Faculty Leader and an Assistant

Faculty Leader. In-service training is managed in consultation with Faculty Leaders. Funding for books and equipment is derived from a formula which takes account of the numbers and ages of students as well as the nature of the subject. Faculties are also able to bid annually for additional funding from the School budget, the Endowment, and the PTA.

## The School Site

We are fortunate to enjoy a large site on the edge of Malton with views of both the North York Moors and the Yorkshire Wolds. The sports field accommodates three hockey, four football, one rugby pitch, one cricket pitch and an athletics track as well as hard court tennis courts / netball courts. Staff can use our sports facilities in the excellent sports centre. There is plenty of parking space for staff.

Malton School was founded in 1547, becoming a comprehensive school in 1971 with the merger of the original grammar school and the neighbouring county modern. The two buildings, known as East and West Wings, date from 1911 and 1958. As far as possible, subject departments are housed in one wing. Most members of staff are based permanently in one room.

We opened a new Science block with four new laboratories in 2004 on becoming a specialist Science School, resulting in a total of eight laboratories and associated preparation rooms. Our Food Technology rooms were totally re-furnished in 2011. In February 2011 Archbishop Sentamu opened a community sports centre and full-sized, floodlit, astroturf pitch on the school site, providing us with the best P.E. facilities in the area. A dance and drama studio was opened in September 2013. Fully refurbished DT rooms opened in September 2016. A new 4 classroom Humanities block was opened in September 2021. We have recently opened an improved library and set of music facilities in September 2024.



Pathfinder

Multi Academy Trust

# ABOUT PATHFINDER MULTI ACADEMY

*Providing an excellent education from age 2 to 19*



## Setting the course

Formed in August 2016, Pathfinder is a successful well-established Multi Academy Trust serving more than 6,000 children and their families.

We are a flourishing and supportive learning community. A partnership of like-minded Church and Community Schools, where a clear and ambitious vision of a high quality inclusive education **sets the course** and permeates across all areas of school life. Pathfinder has a proven track record of **leading the way**. We are a Trust with strong examination results, high



## Leading the way

quality teaching and learning, an inspiring curriculum, excellent opportunities for personal development and a wide, varied programme of extra-curricular opportunities.

We understand that achievement comes in many different forms and work collectively to **serve and inspire**, nurturing aspiration and promoting excellence in all our pupils. We value the uniqueness and diversity of each of our schools, celebrating this distinctiveness and the contributions they make to the wider Pathfinder community.



## Serving and inspiring

### Pathfinder Multi Academy Trust schools



**ACOMB PRIMARY SCHOOL**



**Archbishop Holgate's School**

A Church of England Academy Founded 1546



**Badger Hill**  
PRIMARY SCHOOL



**Clifton with  
Rawcliffe**



**Hempland**  
Primary School



**Heworth**  
Church of England Primary School



**Huntington**  
PRIMARY ACADEMY



**Malton School**  
A Specialist Science School



**New Earswick**  
Primary School



**Poppleton Road**  
Primary School



**Rufforth**  
Primary School  
Inspire • Care • Grow



**St Barnabas**  
CHURCH OF ENGLAND PRIMARY SCHOOL



**St Lawrence's**  
CHURCH OF ENGLAND PRIMARY SCHOOL



**Tang Hall**  
Primary School



Pathfinder

Multi Academy Trust

# JOB DESCRIPTION

## Main Purpose of Job

- To ensure that all internal and external examination procedures are managed efficiently, accurately and in good time, in accordance with all JCQ and other national requirements.
- To communicate effectively with other staff in the school to ensure that they are clear about when information is needed or when tasks need to be carried out.
- To communicate effectively with students, and parents, to ensure clear messaging around exam processes and results follow up.

## Tasks/Responsibilities of an Exams Officer

### Leadership

- To lead on all aspects of external and internal exam management. To ensure that examination procedures are managed efficiently, accurately and in good time, in accordance with all JCQ and other national requirements
- To actively support the leadership of the school, upholding school policies and procedures
- To be an active member of the Support Staff Extended Leadership Team
- To report to ELT, SLT and the Governing Body if required on the management of exams
- To lead on the external exam results processes on the day before and the day of the GCSE and A Level results, in conjunction with the Headteacher and Deputy Headteacher
- To line manage the Assistant Exams Officer and the Invigilation Team

### Management of Exams

- Maintain the examinations module of the school database ensuring data is accurate and up to date at all times. Be aware of database upgrades and new ways of data entry
- Publish the examination timetables in good time to candidates and staff and resolve clashes of timetable
- Check all examination materials for completion on arrival, store them securely and deliver them on time to the appropriate examination room
- Ensure that the correct number of invigilators are booked for each examination session, that seating plans and attendance/mark lists are completed and that the completed scripts, materials and coursework are despatched promptly for marking/moderation
- Be available, and take a leading role, in school on the four results days in August
- Consult and, using your computer skills, draw up a timetable for internal examinations
- To support and organise alternative exam provision across the school (for example, cases of special need and health issues and other special examination requirements)
- To manage the input of assessment data on the school's computer system to support the target-setting and tracking processes
- To liaise with awarding bodies and various other external agencies in relation to examination matters, e.g. QCDA, JCQ, DCSF, ROOSE, other schools
- Deal with issues relating to appeals, remarking and other administrative issues
- Check all access arrangement requests and forms and submit the forms to exam boards and include any required supporting evidence
- For all internal examinations – collate, produce and distribute the revision guide for Year groups



## Tasks and Responsibilities of an Exams Officer Continued

- Sorting scripts ready for despatch/return to Faculty / Subject / Course leaders
- Preparing boxes for exam rooms
- Completing Parcelforce Exam Despatch Logs from address labels ready for collections
- Taking coursework samples (which need certificates of posting) & any recorded items to Post Office
- Distributing spare exam papers to subject areas
- Collating certificates for presentation
- Checking off newly received exam papers against delivery advice notes
- Organising exam papers in date order in secure storage cupboards
- Organisation of all internal exams
- Dealing with BTEC registrations etc & other vocational exam issues
- Collecting re-mark and re-sit entry forms & payments (where required) from students /\_parents
- Ensure registrations/entries and withdrawals are entered accurately onto the MIS system\_and with the exam boards using A2C within the allocated deadlines to avoid financial penalties
- Collate and produce all relevant exams policies each academic year to ensure compliance with awarding bodies
- Collect information from curriculum leaders/external candidates concerning examination boards, syllabus and entries and support arrangements for all public examination entries
- To ensure all examination venues and invigilators conform to statutory guidelines and have received appropriate training
- To ensure all examinations start and finish appropriately in line with JCQ and Exam board\_regulations
- To order all necessary/permissible resources and papers and ensure these are provided for examinations
- To initiate appropriate correspondence with, and respond appropriately to correspondence from the exam boards
- To contact and book invigilators for examinations in line with JCQ ratio regulations
- To deal with issues relating to appeals, re-marking and other administrative issues such as students who miss examinations through illness or who require special consideration
- To deal with enquiries from parents and students
- To comply with policies and procedures relating to child protection, safeguarding and safe working practices.
- To comply with policies and procedures relating to equal opportunities, health and safety, security, confidentiality and data protection
- To attend relevant briefings and school meetings as required
- To actively support the senior leadership team and the governing body in promoting a positive image of the school
- To actively support the ethos and policies of the school amongst the student body, the parents and the wider community



### **Behaviours and Aptitudes**

- To be a leader, of staff and students
- To be self-motivated, demonstrating a positive approach with a "can do" attitude
- To demonstrate professional generosity, with the ability to be diplomatic and thoughtful to the feelings of others
- To be able to communicate effectively and professionally with staff, students, parents, governors and external agencies as required
- To remain calm and measured when dealing with difficult situations and incidents
- To be passionate about achieving the best for each student
- To show a willingness to work flexibly to meet the best interests of the school
- To be able to work well under pressure
- To be able to organise and develop effective systems
- To relate well to young people
- To engender trust and respect from students and colleagues
- To retain a sense of humour and an empathetic approach in working well with other colleagues
- To maintain confidentiality
- To be committed to achieving excellence
- To prioritise and plan effectively to ensure completion of tasks
- To be able to take initiative and work independently
- To be self-reflective, with the ability to evaluate own achievements and deliver improvement

### **Skills/Qualifications/Experience**

- To hold a degree level qualification
- To display a good level of ICT competence (including Microsoft Office, Bromcom and SISRA)
- To demonstrate good data analysis skills
- To be able to manage own time effectively, prioritising actions appropriately
- To demonstrate strong presentational skills, both to large groups of students and to adults
- To have an excellent attendance record



Pathfinder

Multi Academy Trust

# BENEFITS OF WORKING AT PATHFINDER

Our range of employee benefits aims to support the health and wellbeing of our staff ensuring they are valued and supported throughout their time at work.

## Staff benefits platform

Our dedicated employee benefits platform Vivup provides staff with access to all of our benefits in one easy to use and convenient place. Vivup also provides exclusive benefits through their platform, including discounts from major retailers as part of the lifestyle savings benefit and the option to spread the cost of purchasing items straight from your salary through the home and electronics and cycle to work benefits.



### Lifestyle savings

Save on everyday essentials, enjoy money off at the movies and browse frequently updated deals across retail, food, shopping, travel, family essentials, dining out, leisure activities and much more. The lifestyle savings benefits include:

- Frequently updated discounts from the UK's leading retailers
- Updates to offers and discounts sent directly to your email
- New offers, brands, retailers and discounts added on a weekly basis

### Home and electronics

Spread the cost of purchasing a range of tech, homeware and essential appliances from Currys, John Lewis and more with payments taken automatically from your salary. The home and electronic benefits include:

- An alternative to expensive credit cards and pay day loans with no deposit or credit check required
- Spread the cost of essential items via fixed monthly salary reductions
- Access a huge range of products for the home and garden including the latest tech products
- Fast home delivery within days of authorisation

### Cycle to work

Save up to 42% on the latest bikes, high-vis clothing and safety accessories for your commute to and from work. The cycle to work benefits include:

- Staying fit, healthy and focused
- Avoid expensive petrol, parking and public transport costs
- A huge range of tax free bikes and safety equipment from one convenient location
- Spread the cost throughout the year with manageable reductions direct from your salary

## TES Magazine subscription

All Pathfinder employees have unlimited access to the online TES magazine keeping you up to date with the latest education news, analysis and teaching and learning knowledge.



## Pension Scheme

As an employee of Pathfinder Multi Academy Trust you are offered membership of either the Teachers' Pension Scheme; or for support staff, the Local Government Pension Scheme. As well as employee's paying contributions into the scheme (banded, based on earnings level) Pathfinder also pays into the scheme on your behalf at the following rates (regardless of earnings):

### Support Staff Pension Scheme

Pathfinder contributes an additional 20.4% of your salary

### Teachers' Pension Scheme

Pathfinder contributes an additional 28.68% of your salary

## Employee Assistance Programme

Making sure everyone at Pathfinder gets the support they need whatever their worries, the Employee



Assistance Programme provides specialist counselling and resources 24 hours a day, 365 days a year. The service is completely confidential and provides support by telephone or online from specialist call handlers and counsellors who understand the demands of working in education. You can also access:

- Emotional support and counselling
- Specialist information on work-life balance
- Financial and legal advice
- Management consultation to support those responsible for managing others
- Up to six sessions of face to face or telephone counselling
- Access to online Cognitive Behavioural Therapy (CBT)
- Information on local services such as elder care and childcare

## Discounted bus travel

As part of the First Bus Commuter Travel Club, Pathfinder staff benefit from discounts on work and leisure travel using First Bus services. The benefits of the Commuter Travel Club include:



- Savings on discounted monthly bus tickets
- Unlimited bus travel within your chosen zone
- Mobile tickets delivered straight to the free First Bus App
- Automatic monthly ticket renewal
- Spread the cost of annual travel
- Price frozen for 12 months