Robert Clack School of Science

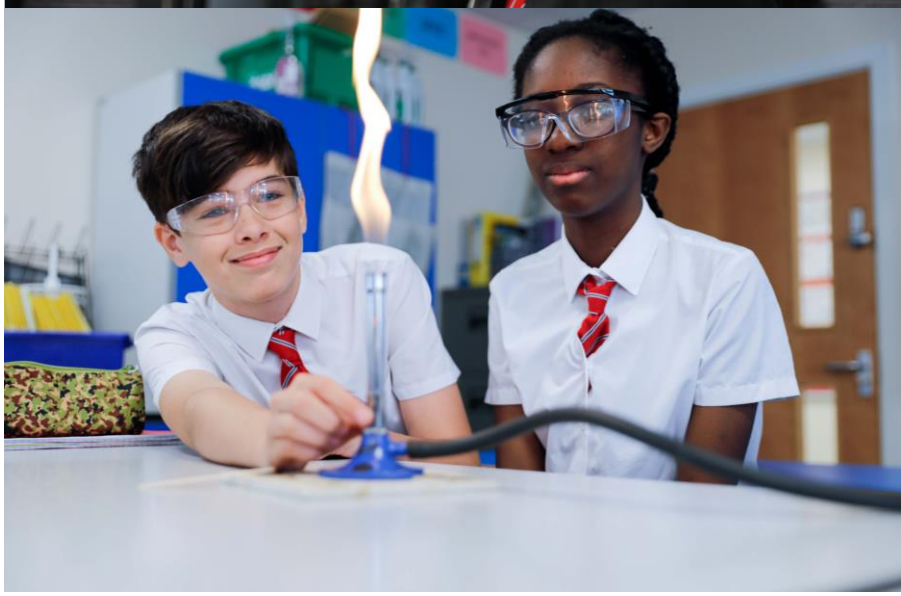
Executive Headteacher : Mr R.V.A. Taylor B.Sc. (Econ) (Hons)



RECRUITMENT PACK

EXAMS OFFICER





Website: www.robertclack.co.uk
Tel: 020 8270 4200
Email: humanresources@robertclack.co.uk

Message from The Executive Headteacher

As a former pupil and member of staff for the past 20 years, Robert Clack School and our pupils mean a great deal to me. I believe that Robert Clack is a very special place; we have a strong sense of community and strive for excellence in all that we do.

We are committed to delivering a broad and balanced education, one which appreciates the importance of academic qualifications, but one which also recognises the value of vocational qualifications and the extra-curricular of sport, drama, music, the arts and debate.

Our ethos permeates every aspect of life at Robert Clack School and cultivates the values of mutual respect, compassion, discipline, high expectations and aspirations and hard work. By embracing these values, we believe that our pupils will be able to fulfil their ambitions in life, whatever they may be.

I am delighted that you are interested in pursuing a career at Robert Clack School. Please find enclosed information relevant to the role you may wish to apply for.

Good luck and best wishes.

Russell Taylor
Executive Headteacher



Recruitment and Application Process

To view the job description, person specification and to download an Application Form please follow this link to the School website: www.robertclack.co.uk

Please submit completed applications either by e-mail to: humanresources@robertclack.co.uk or through submitting an application on the vacancy which is posted on the TES website.

Please note that CVs will only be accepted if accompanied by an application form.

If you have any queries about the application process, you are welcome to contact the School's HR Department, 020 8270 4200 x 3341 or on the above email address.

Safeguarding and Promoting the Welfare of Children and Young People Notes:
Robert Clack School is committed to safeguarding and promoting the welfare of children and young people. Successful applicants must be willing to undergo identity checks, checks with past employers, an online internet search and an enhanced Disclosure & Barring Service check.

Key dates:

Closing date for receipt of applications: 8am on Monday 23rd November 2026.

Interviews to be held: W/C 30th November 2026

Commencement date in post for successful candidate: ASAP.

Advertisement

EXAMS OFFICER

SALARY: Scale SO1 (exact salary: £35,896 - £36,855 per annum)

APPOINTMENT: 35 hours per week, 8.00am–4.00pm, Monday to Friday, term-time plus 10 days.

We would like to appoint an Examinations officer to join our busy team. The successful application will assist and support the current examinations offers and the Senior examinations officer in the administration of all aspects of internal and external examinations.

The successful candidates will be required to have the following skills and experience:

- Attending work for the preparation and administration of examination results days in August each academic year.
- Relevant administrative experience including ICT skills;
- Excellent levels of literacy and numeracy
- High standard of verbal & written communication skills when dealing with colleagues, pupils, parents and visitors
- Able to work effectively and professionally as part of a team
- Able to follow instructions and adhere to all school policies, procedures and examination regulations
- Organised and able to work methodically, with attention to detail.

Job Description

Job Title:	Examinations Officer
Working Hours:	35 hours per week, term-time 70 Hours/10 days as part of the pro-rata annual salary to be used during examination periods & results days. Requirement to attend work for the preparation and administration of examination results days in August each year.
Department:	Exams
School:	Robert Clack School Although you may be based on one school site, your role is not site specific.
Reports to:	Senior Examinations Officer / Senior Deputy Headteacher
Responsible for:	Examination Invigilators
Number of Posts Supervised/Managed:	Up to 60 Examinations Invigilators (casual)

1. Purpose of the Job:

- To assist the Senior Examinations Officer with the administration and organisation of all aspects of internal and external examinations in accordance with examination regulations.
- To support and promote the safeguarding, and welfare of all children and young people attending Robert Clack School.
- Promote positive, professional relationships with pupils, parents and colleagues to support the best interests of the pupils.

2. Main Activities:

- Assist the Senior Examinations Officer with entries to examination boards for public examinations.
- Assist with entries and collating department entries.
- Make arrangements where appropriate for candidates who are not centre pupils to take examinations.
- Assist with the dissemination of information about examinations to staff, pupils and their parents.
- Respond to any queries or complaints that may arise in relation to examinations.
- Assist with the ordering of examination papers/stationery and be responsible for their secure storage from the time they arrive on site.
- To supervise and liaise with Examination Invigilators with regards to training according to guidelines, invigilation timetables and any other queries that may arise.
- Assist with overseeing the running of public examinations including practicals.
- Assist with the arrangements for all internal examinations including timetables, rooms and invigilation cover.

- To ensure that the examinations team liaise with the Deputy Headteachers, School Business Manager, Subject Leaders and site staff to arrange exam accommodation and exam timetables.
- Resolve any exam clashes that may arise and make appropriate provisions.
- Ensure that relevant provisions are made where appropriate for SEND pupils.
- Assist with briefing pupils regarding examination procedures and conduct.
- Assist with the arrangements for public examination papers, once completed to be collected and sent securely to the relevant exam board.
- Assist with the arrangements for internal examination papers, once completed to be collected and stored securely with the exams department or the subject area.
- In liaison with the Senior Examinations Officer submit any special consideration requests to the examination boards during the post-exam period, ensuring that there is adequate supporting evidence.
- To ensure that you are prepared and present for examination results' days, assisting the Senior Examinations Officer in producing statistics and making arrangements for the distribution of results.
- Assist with checking DfE statistics and examination results information before publication.
- Assist with the distribution of results on results' days.
- Assist with the collation and checks of certificates before they are handed to and signed for by pupils.
- Assist with the analysis of examination results, both A Level and GCSE, when the centre is notified and to inform the Headteacher as soon as administratively possible.
- Liaise closely with the Senior Examinations Officer and Senior Leadership Team to develop examination statistics that can be used for target setting, review and as a basis of raising achievement.
- Provide relevant statistics and data on examination entry/results to the Headteacher, Senior Team, Governors, the Local Authority and the DfE as required.
- Liaise with Subject Leaders and pupils to arrange re-marks, requests for copy scripts or any other queries about exam results, along with dealing with fees and liaising with the relevant examination board.

3. Additional Duties

- Support any new/additional staff in the department.
- Undertake the necessary administration tasks relating to the duties of the post.
- Attend meetings as required.
- Interact with pupils in a manner appropriate to their levels of communication and interaction skills; support and encourage pupils.

4. Statutory Requirements:

- This post carries a requirement to have a Disclosure and Barring (DBS) check for Children.

5. General Accountabilities and Responsibilities:

- Comply at all times with the Council and School's policies and procedures, particularly those regarding Data Protection, Equalities and Diversity, Health & Safety and Safeguarding.
- Undertake a proactive, committed approach towards the School's values and ethos.
- Comply with the competencies and standard requisites agreed by the School as relevant to your post.
- Participate in training and development activities, as and when required, as part of the school's Performance Management process.

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Line Manager within the grading level of the post and the competence of the post holder.

Person Specification

Job Title: Examinations Officer **Department/School:** Exams Department, Robert Clack School	**Essential**	**Desirable (not essential)**	**Method of Assessment**
1. **Experience** • Relevant administration experience. • Experience of the use of Word, Excel, E-mails etc. • Experience of working in a school or similar environment. • Experience of the use of Management Information Systems (MIS). • Experience of working on own initiative, unsupervised if necessary, and within a team. • Previous experience of training other staff • Previous experience of supervising and/or directing other staff or the ability to do so with training and support	✓. ✓. ✓. ✓.	✓. ✓. ✓.	Application Form Task at Interview Interview
2. **Education, Training & Qualifications** • Excellent numeracy and literacy skills. • Good general standard of education.	✓. ✓.		Application Form Test/Task at Interview Interview
3. **Professional Relationships** • Able to work effectively and professionally within a team. • High standard of verbal and written communication skills when dealing with pupils, parents, visitors and colleagues.	✓. ✓.		Application Form Interview
4. **Safeguarding, Equalities & Diversity** • A commitment to the safeguarding and welfare of children. • Commitment to Equal Opportunities and Diversity. • Commitment to continuing professional development.	✓. ✓. ✓.		Application Form Interview
5. **Knowledge, Understanding & Skills** • Good standard of ICT skills. • Good organisation, planning and able to prioritise when working under pressure. • Ability to work methodically with particular attention to detail.	✓. ✓. ✓. ✓.		Application Form Test/Task at Interview Interview

• Able to adhere to all school policies, procedures and examination regulations. • Maintain confidentiality with regards to all school matters.	✓.		
6. **Mandatory contractual requirement of this role** • Commitment to attending work for the preparation and administration of examination result days in August each academic year (usually 4 days/28 hours which are set days each August).	✓.		Application Form Interview

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