Queen Elizabeth's Grammar, Alford

School Administrator

Incorporating Examinations Officer & Clerk to Governors



Contract Type:	Permanent – Full-time
Salary:	NJC Scale 15
Appointment Type:	Term Time Only plus 1 week
Start Date:	January 2027
Closing Date:	20 November 2026 at 12 noon

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Our School

Queen Elizabeth's is a Selective Academy, currently having 578 pupils on roll located in the small, rural town of Alford. We are a very friendly and caring community in which pupils are known and valued individually. The atmosphere is calm, happy and purposeful; standards of attainment, behaviour and dress are high, and we are proud of our reputation as one of the top schools in the East Midlands whilst offering a holistic, supportive approach to education. We aim to provide a broad, balanced, relevant and adaptive curriculum where every student is known and treated as an individual.

Our Sixth Form

There are currently 121 students in our sixth form, with some students (about 10 this year) joining us from other schools. Most Y12 students study three subjects but we tailor our package to every student. We are looking to increase our numbers moving forward.

The sixth form has use of their own house, Norbury, which includes some small teaching rooms, study rooms, ICT rooms and a kitchen.

Leadership and initiative are strongly encouraged. Sixth formers run a variety of clubs and activities, including sports and music.

The Senior Student Leadership Team plays a significant role in the day-to-day running of the school, with the Head Boy and Head Girl attending Governors' meetings. We encourage student leaders to build a meaningful legacy through projects driven by their own interests both within school and the wider community.



Job Description

We are looking to appoint an experienced administrator on a full-time basis to oversee our examinations office and examination processes, provide administrative support, including staff cover and data processing, and undertake the role of Clerk to Governors, supporting our governing body. The successful candidate would be someone with excellent communication and interpersonal skills, and with a keen eye for detail and accuracy, to take the lead in managing internal and external examinations at the school (potentially to include supporting the 11+ process).

Applicants would need to be well-organised, calm and able to work on their own initiative and be expected to work flexibly, pro-actively and independently to ensure that all aspects of the process are effectively covered. Experience of working in a school setting, or within exams administration is an advantage, but not essential. Candidates will need to:

- Have good academic qualifications.
- Be well organised.
- Be a confident user of ICT.
- Understand the need for integrity and discretion in dealing with student and staff matters.
- Be committed, as we are, to a policy of equal opportunities, mutual respect between staff and students and a determination to strive for, recognise and celebrate success.

Examinations Office

Our examinations office is located in the centre of the school. The examinations officer is responsible to our Assistant Headteacher and manages a team of exam invigilators. We currently work with AQA and Edexcel examination boards and are compliant with JCQ regulations. External examinations take place in our sports hall with additional spaces for students with access arrangements. Our school is committed to ensuring every student has the best opportunity to achieve their potential, and the examinations officer and their team are integral to this, working in conjunction with the Subject Leaders, SENDCo and Senior Leadership Team.

The Role

Examinations Officer

The successful candidate will be responsible for overseeing all aspects of internal and external examinations with the potential to support the 11+ process and be expected to:

1. Understand the regulations and requirements of all examinations held in school, both internal and external.
2. Ensure compliance with all JCQ and awarding body regulations.
3. Manage arrangements for the safe and secure receipt, checking and storing of examination papers and materials.
4. Contribute to the development and review of examination-related policies and procedures.
5. Disseminate literature from the examination boards to the appropriate members of staff.
6. Collate and check examination entries for GCSE, and A Levels and submit them to the examination boards.
7. Liaise closely with subject leaders and students to ensure that students pay for resits before entries are made.
8. Apply for special consideration for pupils as and when appropriate and liaise closely with the SENDCo and Specialist Assessor.
9. Liaise with the Headteacher regarding the employment of exam invigilators.
10. Arrange for exam invigilators to organise and supervise examinations and ensure that they are properly briefed and trained to carry out their roles effectively.
11. Prepare the examination room for public examination, liaising with the Assistant Head and ensuring that: statutory notices are displayed, seating cards are produced, a seating plan is completed, the whiteboard displays the appropriate information and that pupils are seated according to the regulations of the examination boards.
12. Ensure that students are informed prior to the start of the examination of regulations governing public examinations and that invigilators are properly informed as to procedures for the conduct of examinations.
13. Ensure that the correct examination papers and stationery are in the examination room, that the examinations start and finish in a calm and

orderly manner, and that examination papers are checked and sent to the correct marker.

14. Liaise when appropriate with examination board inspectors.
15. Deal with enquiries about results and requests for remarks.
16. Liaise with the senior leadership team to make arrangements for sharing results with students (e.g. results day).
17. Distribute examination certificates to students.
18. Produce a projected budget for examinations by March each year.
19. Undertake any training required for the role.

Cover Co-ordinator

The successful candidate will support the Assistant Headteacher with staff cover for absent teachers helping to maintain the smooth running of the school day. The role is **focused on supporting the arrangement and coordination of cover only**. It does not include teaching lessons, supervising classes, planning or delivering lessons, managing student behaviour in classrooms, or undertaking general teaching duties.

Data Administrator

The role supports the effective operation of school administration by ensuring that reliable information is available to authorised staff when required and may be asked to:

1. Run reports and extract data from Arbor to support school leaders and administrative teams.
2. Assist with data checks, identifying errors, missing information and inconsistencies, and ensuring these are corrected promptly.
3. Support the preparation and checking of statutory data returns, including census information, as directed.
4. Respond to authorised requests for pupil data and provide administrative support to staff using Arbor.
5. Ensure data is processed, stored and shared in accordance with GDPR, data protection requirements and school policies.
6. Maintain confidentiality and follow appropriate access and security procedures.
7. Provide basic administrative support and guidance to colleagues using Arbor, where appropriate.



Clerk to Governors

The purpose of the Clerk is to provide administrative, organisational and procedural support to the school's governing board, ensuring that meetings are arranged effectively, accurate records are maintained, and governors receive the information they need to fulfil their responsibilities. Key responsibilities will include:

1. Arrange governing board and committee meetings, including scheduling dates, booking rooms and circulating invitations.
2. Prepare and distribute meeting agendas, papers and relevant documentation in consultation with the Chair of Governors and Headteacher.
3. Attend governing board and committee meetings to take accurate minutes and record decisions and actions.
4. Circulate draft and approved minutes to governors and relevant staff.
5. Maintain a record of governor attendance, declarations of interest and agreed actions.
6. Monitor and follow up outstanding actions arising from meetings.
7. Maintain accurate and confidential governance records, including membership details and terms of office.
8. Support the appointment, induction and training arrangements for governors.
9. Advise the governing board on procedural requirements, governance arrangements and relevant statutory guidance, within the scope of the role.
10. Ensure governors receive relevant updates, guidance and documentation to support effective governance.
11. Maintain confidentiality and handle sensitive information appropriately.
12. Liaise with the Chair of Governors, Headteacher, governors and other relevant stakeholders regarding governance matters.

Pastoral and/or Wider Responsibilities

The successful candidate will:

- Be responsible for the well-being of students.
- Share best practice with colleagues.
- Contribute to the successful delivery of school events.

Personal Specification

Essential Requirements

- Right to work in the UK.
- A commitment to upholding the highest safeguarding standards and promoting the welfare of children in line with the latest KCSIE guidance.
- Evidence of continuing professional development.

Experience

- Working in a school/college or administration environment would be advantageous.
- Managing the administration of examinations would be advantageous but not essential as training can be provided.
- Working with confidential and/or sensitive materials.
- Managing other members of staff, such as invigilators.
- Managing time and workload to meet deadlines.
- Using a management information system (MIS).
- Working with data sets.
- Working with awarding bodies and regulatory organisations, e.g. JCQ.
- Complying with statutory regulations set by external bodies.

Knowledge, Skills and Abilities

- Ideally have knowledge of or experience of examination procedures including JCQ guidance, resource management and information management system preferably in a school environment.
- Good digital, literacy and numeracy skills.
- Strong communication and interpersonal skills.
- Strong organisational and admin skills including budgeting, record-keeping and time management.

- Ability to work flexibly and under pressure.
- Ability to work to deadlines.
- Ability to follow policies and procedures set by the school and external agencies.

Professional Attributes

- A commitment to uphold high standards of personal and professional conduct.
- Promote equality, diversity and inclusion in all aspects of working practice.
- The desire and ability to make a significant contribution to the wider life of the school.

Beliefs, Attitudes and Personal Qualities

- Ability to work collaboratively and effectively as part of a wider team.
- Positive attitude toward change, and improvement.
- Ability to adapt to changing technologies and educational trends.
- Ability to stay calm under pressure.
- Ability to work well as a team and independently.

How to Apply

Applications are welcome from internal and external candidates.

For further details about the school please visit our website, www.qegs.co.uk or contact Mrs A Duff (PA to the Headteacher) on 01507 462403 or a.duff@queenelizabeths.co.uk. A tour of the school will be included as part of the interview process. Applicants should complete the application form and return it with a covering letter outlining relevant experience, reasons for application and suitability to Mrs A Duff addressed to Mr G Thompson either in hard copy or by email to a.duff@queenelizabeths.co.uk.

The deadline for applications is 20 November at 12 noon.

Queen Elizabeth's Grammar is committed to safer recruitment practice and pre-employment checks in line with KCSIE 2026 will be undertaken before any appointment is confirmed. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to an enhanced Disclosures and Barring Service clearance.

Fluency Duty

In accordance with Part 7 of the Immigration Act 2016 (Fluency Duty), the ability to converse at ease with stakeholders and provide advice in accurate spoken English is essential for the post. All shortlisted candidates will need to verify their eligibility to work in the UK at interview.



Queen Elizabeth's Grammar, Alford, Station Road, Alford, LN13 9HY