



HATCH END HIGH SCHOOL

Exams Officer

36 hours per week

Term Time Only plus 5 days in August

Salary: H6 (£30,251 - £32,089 per annum)

JOB PURPOSE

To work alongside the Exams Manager to ensure the efficient management of all external examinations and the organisation of all internal examinations including communications with the Examination Boards and dealing with all queries on exams in line with JCQ requirements.

REPORTING

- The post holder will report to the Office Manager.

RESPONSIBLE FOR

- Exam systems and processes.

WORKING TIME

- 36 hours per week – the usual working pattern is 9am - 5pm but this will vary between the exam and non-exam seasons. Flexibility is essential to enable the smooth running of the examinations and TOIL (Time Off In Lieu) can be taken in term time when there are no exams.
- Please note, the days in August are during the GCSE & A-level results periods.

KEY DUTIES

Exam Entries:

- Set up Exams Organiser with all syllabuses and candidates for the current exam season.
- Process entries into Exams Organiser and submit entries to the Examination Boards using EDI by the deadline.
- Collect exams entries and liaise with HODs to ensure exam entries are made within the deadline. Put all exam deadlines in the staff bulletin.
- Compilation and input of all external candidates.
- Allocate candidate numbers & UCI's and sort out student queries as appropriate.
- Deal with queries from exam boards on entries and student details.
- Process amendments to exam entries.

Exam Organisation:

- Compile exam timetables for individual students and overall exam timetable for school notice boards, and for rooming/invigilation purposes.
- Organising rooming and desk availability including cover of displaced lessons in liaison with the SENDCo, Cover Administrator and 6th form team.
- Organising seating plans for all exams and sending details to students.
- Making alternative arrangements for student exam clashes.
- Secure transfer of exam papers, answer books, attendance lists and other equipment to exam rooms.
- Ensuring exam conditions in exam rooms.
- Collect and collate exam papers and transfer to secure place for packing.
- Check and pack exam papers and attendance lists, arranging collection.
- Complete and send off special consideration requests.
- Organise receipt of exam results in hard copy form and by computer.

- Organise collation of individual results and distribute to students.
- Distribute copies of results to management and teachers.
- Sort out any queries on results.
- Administer any appeals, remark applications, decline of grades, late requests for claiming grade, access to scripts requests and collect any associated fees.
- Collate certificates when received from the exam boards and arrange for their secure distribution.
- Liaise with the IT team to organise online exams.

Internal assessments:

- In liaison with SLT, organise timetabling, rooming, invigilation etc for internal exams and controlled conditions assessments.
- Organising seating plans for all assessments and sending details to students.
- Compile assessment timetables for individual students and overall assessment timetable for school notice boards, and for rooming/invigilation purposes.
- Organising rooming and desk availability including cover of displaced lessons in liaison with the SENDCo, Cover Administrator and 6th form team.
- Organise collation of papers and distribute to staff.
- Liaise with the IT team to organise online coursework.

OTHER DUTIES AND ACCOUNTABILITIES

- Be aware of and comply with policies and procedures relating to child protection, health & safety and security, confidentiality and data protection, reporting all concerns to the Headteacher and/Designated Safeguarding Lead.
- Adopt flexible working practices where required.
- To attend team meetings, whole staff training on Monday after school, additional CPD training, staff meetings and school events as directed; take part in performance appraisal.
- Ensure compliance with your responsibilities as laid out in the school's equal opportunity policy and take an active role in promoting equality and diversity.
- Take part in performance appraisal and participate in training and other learning activities and performance development as required.
- Undertake such other duties as reasonably correspond to the general character of the post and commensurate with its level of responsibility as and when required and with agreement.
- To act as Fire Marshall if required.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- To respect the confidentiality of all information relating to pupils, staff and their families.
- The duties of the post outlined above are not exhaustive, and the postholder will be expected to be co-operative and flexible, undertaking such other duties as may reasonably be required of a member of administrative staff in a school.

May 2026



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PERSON SPECIFICATION

EDUCATION, QUALIFICATIONS AND TRAINING

	Essential	Desirable	How Identified
Evidence of training and/or qualifications which reflect appropriate skills e.g. NVQ Level 3 or equivalent	Yes		Application
Educated to degree standard or equivalent qualification/experience		Yes	Application
Good Literacy and numeracy – GCSE Maths and English Grade C or above.	Yes		Application
Excellent Computer Literacy skills.	Yes		Application Interview

EXPERIENCE

	Essential	Desirable	How Identified
Previous experience of Exams administration and supervision	Yes		Application Reference Interview
Experience of working in a school or similar educational environment	Yes		Application Reference Interview

KNOWLEDGE, SKILLS AND ABILITIES

	Essential	Desirable	How Identified
Experience of or a willingness to train on specific school-based ICT systems e.g. Arbor	Yes		Application Interview
Excellent knowledge of Email and Office applications, eg Word, Excel, PowerPoint	Yes		Application Interview
Able to work within agreed parameters and understand and follow instructions; the ability to consider others point of view and accept compromise solutions	Yes		Reference Interview
Excellent communication & interpersonal skills and ability to communicate effectively with colleagues, students, parents/carers, suppliers and contractors.	Yes		Reference Interview
Ability to lead and motivate a team and work effectively in it	Yes		Application Reference Interview
Ability to cope with periods of pressure, work	Yes		Application Reference

flexibly and proactively address issues			Interview
Able to quickly establish positive working relationships with a wide range of people from within and outside the school	Yes		Application Reference Interview
Able to maintain complete confidentiality and discretion at all times, combined with a calm personality and sound judgment	Yes		Reference Interview

Effective work presentation skills and a high degree of accuracy	Yes		Application Interview
Excellent numeracy and literacy skills	Yes		Application Reference Interview

OTHER REQUIREMENTS

	Essential	Desirable	How Identified
Planning and prioritising own workload and managing conflicting demands	Yes		Application Reference Interview
Able to work flexibly to meet deadlines and unplanned situations	Yes		Reference Interview
Enthusiasm, energy and commitment	Yes		Reference Interview
A commitment to safeguarding & promoting the welfare of children and young people	Yes		Reference Interview
A commitment to the school's ethos, aims and its whole community.	Yes		Reference Interview
A willingness to undertake additional training, keep up-to-date with developments and changes in good practice	Yes		Application Interview
Awareness and adherence to relevant health & safety regulations and a commitment to equality of opportunity	Yes		Application Reference Interview
Evidence of excellent attendance and punctuality record	Yes		Interview Reference
First Aid certificate or willingness to gain one		Yes	Application Interview
DBS Checked	Yes		Application