

Stanborough



Exams Officer Information Pack for Candidates

June 2026

Grow and Succeed

High Expectations | Mutual Respect | Quality Learning | Success for All



Welcome

June 2026

Dear Candidate,

Thank you for your interest in the role of Exams Officer at Stanborough School. We are delighted that you see Stanborough as a school where you can make an impact. This position will offer an exciting opportunity for the successful applicant to work with us as we continue to develop our thriving and dynamic over-subscribed school.

It has been a privilege to lead Stanborough School since September 2018. My team share an educational philosophy which promotes the highest expectations and consistent pastoral care. Our core aim is to nurture enquiring minds and to inspire our youngsters to pursue their dreams, leaving our school ready to excel in a future which has limitless possibilities. I am delighted that all of the hard work by staff and students has been recognised by Ofsted and that following an inspection in January 2023 we have been awarded a 'Good' grade. Details of this are given later in this pack.

Our aim is simple, we want to be a truly outstanding school in every sense of the word and we want to be confident that our students get the best possible education that is ambitious, varied and stimulating. At the heart of everything we do is a desire to ensure that our students receive the highest standards of teaching and learning. Our curriculum is broad and academically challenging in order to prepare students for the rigours of further study or work.

At Stanborough, we care passionately about the development of each student's character, their personality and social skills, the way they treat others and the contribution they make to society. We place strong emphasis on outstanding behaviour. Excellent learning is underpinned by excellent behaviour. We expect our students to show respect when interacting with other members of our school community and to uphold the reputation of the school in the local area.

In September 2019 we became an 8 form entry school. Raising our intake number is a reflection of the success and popularity of Stanborough School in the local area.

If you are passionate about education and really feel you can make a positive difference to the school then we look forward to receiving your application to join us at Stanborough.



Mrs M John
Headteacher





Ofsted Report – March 2023

The school was delighted to be awarded an Ofsted 'Good' grade following an inspection held in January 2023.

The report emphasised the hard work of staff and students over the past four years since the last inspection. The full report is available at <https://stanborough.herts.sch.uk/wp-content/uploads/2023/01/2023-OFSTED-Report.pdf>. Below are some highlights from the report.

'Pupils behave well at Stanborough'

- 'Pupils behave well. They know and understand what leaders expect of them'
- 'Leaders set clear and high expectations for behaviour. Pupils are clear that disruption or discriminatory behaviour will not be tolerated'
- 'Pupils know staff will help if they have a worry or issue. They benefit from a range of effective support services such as counselling and well-being support'

'Leaders have redesigned the curriculum so that it is academically ambitious'

- 'Pupils study a broad and balanced curriculum which enables them to pursue their talents and interests'
- 'Leaders have ensured that in many subjects, the curriculum is planned well to build pupils' knowledge over time'
- 'Teachers present subject matter clearly, promoting appropriate discussion about what is being taught'

'Leaders ensure there is a wide range of opportunities for positive personal development'

- 'Pupils learn values such as mutual respect and tolerance through a well-planned programme of life skills, assemblies and tutor time'

'Leaders have taken clear and effective action to ensure the school has improved since the last inspection'

- 'Staff feel that leaders listen to them with regard to workload and well-being'

We are proud of the above comments and we would encourage all prospective candidates to read the [full report](#).

Stanborough School

[Stanborough School](#) is an 11-18 co-educational Academy that sits on the southern fringe of Welwyn Garden City. The school currently has 1250 students. Due to parental demand for places at the school, from September 2019 the school expanded to 8 form entry. This has required a substantial amount of new premises work to be completed which includes a new teaching block as well as a drama and music block.

We pride ourselves in being a fully inclusive school that serves our local community and on being a school that does its best for each individual student so they can achieve their potential during their time at Stanborough.

Stanborough is proud of its community involvement. We work closely with the four other local Secondary Schools as part of the Welwyn-Hatfield 16-19 Consortium. We also take a leading role in hosting and developing a number of other key community developments such as the Handside Schools Partnership with a local special school and primary school.

The school boasts excellent facilities including our first-rate IT resources, a legacy of our Specialist Computing Status. With a dedicated Art, Design and Technology block, Sixth Form Centre and the recently constructed MFL and Humanities and Music and Drama teaching blocks the students enjoy some outstanding facilities. The exceptional sporting facilities include 9 netball courts and 5 football pitches as well as a purpose built sports hall. Our excellent resources in all curriculum areas also show our commitment to giving students a wide variety of curricular opportunities including technology, the performing arts and computing. All students in Years 7 to 10 now bring their own devices and this continues to be rolled out across the whole school.

Our greatest asset at the school is our staff. We want the best educators for our students and through exceptional retention and support we have a stable staff with very low turn-over. A number of staff who started at the school as NQTs and ECTs now find themselves in senior positions at the school. We have a strong support team and many staff have remained with the school for several years.

With the appointment of a new Headteacher from September 2018, this is an exciting time to join the school and become part of an ambitious and hard-working team dedicated to moving the school forward. We are looking for support staff and teachers who will embody our four principles of High Expectations; Mutual Respect; Quality Learning and Success for All.



Welwyn Garden City

Welwyn Garden City is a town in Hertfordshire with a population of just under 50,000 people. Welwyn Garden City was the second Garden City to be built, founded in 1920 and it exemplifies the physical, cultural, social and planning ideals of the time it was built.

Location and Transport Links

Welwyn Garden City enjoys superb communication links. Stanborough School sits five minutes from the A1(M) and approximately 10 minutes from the M25. The M1 is only a 30 minute drive away. The train station in Welwyn Garden City is on the main East Coast Line linking Scotland to London and Kings Cross station is a 30 minutes train journey.

Luton Airport is less than 30 minutes away and both Heathrow and Stansted Airports are less than an hour's drive away. The town is also a central hub for local bus services which link it to the rest of Hertfordshire.

Facilities and Amenities

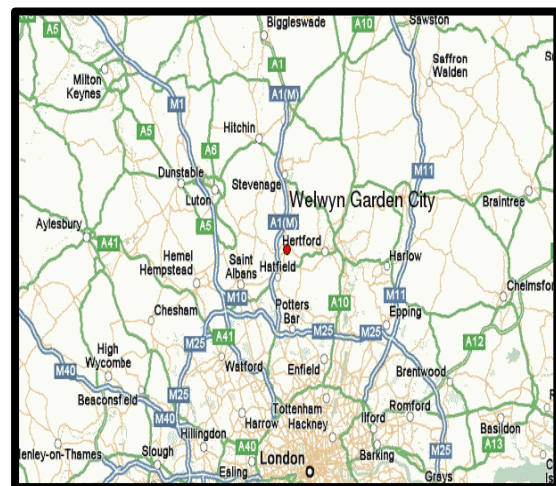
Stanborough School is a two minute walk from the Gosling Sports Park and is only a short car/bus journey to the University of Hertfordshire Sports Village in Hatfield. A range of shops, bars, restaurants and cafes can be found in the Town Centre as well as in the local Galleria shopping centre. St Albans, Hitchin and Hertford are all around 30 minutes away and all offer a range of retail and leisure experiences.

The town also has the QEII Hospital, a theatre, cinema and numerous other cultural and leisure facilities. Stanborough School lies at the southern edge of the town and the school grounds back onto the Stanborough Lakes Country Park.

Housing and Accommodation

A range of accommodation options are available in the local area and there is a thriving rental market. The excellent transport links allow many staff at the school to live in other parts of Hertfordshire as well as North London.

Help and advice can be given by the school if accommodation is required.



What can we offer you at Stanborough?

- The chance to work in a thriving and developing school that puts the student at the heart of everything it does.
- The chance to work with amazing staff who are passionate about developing the young people in their care.
- Personally tailored training and CPD.
- An expanding school with great facilities including a new teaching block with 17 classrooms as well as a new Music and Drama block.
- An opportunity to be involved in the 16 – 19 Welwyn Hatfield Consortium, one of the oldest and well-established of its kind in the UK. This involves close links and collaboration with four local schools and offers our Post 16 students access to over 50 Level 3 qualifications.
- Great resources for staff, including free parking on site, good rail and road links to the school and an attractive edge of town location next to Stanborough Lakes and Gosling Sports Park.
- Staff can benefit from the school's children of staff admission rule.
- Access to an employee assistance programme which offers confidential support to all staff.
- Yearly Staff Wellbeing Day



EXAMS OFFICER



JOB DESCRIPTION

Grade: H8 - H9 (depending on experience)

Responsible to: Deputy Headteacher

Job context and working arrangements:

You will be based in the Examinations Office. Your direct Line Manager will be a Deputy Headteacher who will provide support and regular monitoring and discussion of important issues.

Purpose of the job:

To lead and manage the examinations function for the school, ensuring full compliance with JCQ and awarding body regulations and the secure, accurate and timely administration of all internal and external assessments.

How you do the job:

The postholder will act as the school's professional authority on examinations and assessment and will:

- Lead and manage the examinations office, including day to day supervision and line management of the exams assistant and the recruitment, training and deployment of invigilators.
- Ensure full compliance with current JCQ regulations, awarding body requirements and relevant statutory guidance. This includes keeping up to date with annual updates, implementing changes, and advising senior leaders and staff on their implications.
- Act as the main point of contact with awarding bodies and external agencies, managing all communications relating to entries, amendments, withdrawals, estimated grades, coursework and non-examined assessment, access arrangements, special consideration, post-results services, appeals and retakes.
- Manage the secure receipt, storage, distribution and return of examination materials in line with JCQ requirements, ensuring the confidentiality and integrity of all examination papers, scripts and data at all times.
- Lead and oversee the administration of all public examinations and assessments, including GCSE, A level, vocational and technical qualifications, on-screen tests, competitions and any additional qualifications offered by the school.
- Plan, organise and oversee all internal examinations, mock examinations, speaking tests and any assessments requiring examination conditions for Years 10 to 13.
- Prepare and manage examination timetables, seating plans, registers and invigilation rotas, ensuring appropriate staffing levels and contingency cover.
- Liaise closely with the SENDCo to manage access arrangements, including maintaining evidence files, submitting applications within deadlines, implementing approved arrangements, and ensuring consistency across internal and external examinations.
- Apply for special consideration where appropriate and ensure accurate record keeping and communication with students, parents and staff.
- Oversee the administration of coursework and non-examined assessment, including submission of marks, moderation samples and required documentation, ensuring deadlines are met and procedures followed.
- Ensure staff and students are informed of examination regulations, controlled assessment rules and malpractice guidance, and provide clear advice and guidance as needed. Ensure

that daily exams arrangement is planned and communicated throughout mock and exam periods.

- Investigate and manage suspected malpractice or maladministration in accordance with JCQ procedures, maintaining accurate records and communicating appropriately with all parties.
- Manage post-results processes, including downloading and processing results, issuing results to students, handling reviews of marking and appeals, and overseeing the checking and distribution of certificates.
- Lead and coordinate the distribution of results in August for GCSE and post-16 qualifications, ensuring data is accurate, timely and secure.
- Work with the Data team to ensure qualifications and courses are correctly set up, entries and results are accurate, and examination data is available to support analysis and statutory returns.
- Prepare examination related information for publications such as the school prospectus and certificates booklet as required.
- Maintain accurate financial records relating to examinations, including fees, candidate payments, invoicing and refunds, and monitor the examinations budget with the line manager and Finance Manager.
- Develop and maintain contingency plans for examinations, including arrangements for emergencies, disruptions, staff absence and unexpected incidents.
- Ensure compliance with data protection legislation and the secure handling of personal and examination data.
- Lead the examinations department, working closely with the exams assistant and the team of invigilators.
- Liaise with Exam Boards with regard to entries, return of scripts, remarks and retakes. Oversee the collection of money, handing out receipts, keeping accounts and liaising with Finance Manager.
- Ensure safe collection and storage of all examination stationery and question papers and that all papers required have been delivered.
- Collate and prepare completed examination papers for collection; send off coursework via Post Office and Parcelforce.
- Prepare and send letters to parents/students/teachers relating to exams.
- Ensure that students are fully aware of examination rules, both in terms of external and internal examinations through usual communication methods including assemblies.
- To liaise with Consortium Examination Officers on entries and distribution of results for Consortium students.
- To ensure all subject and curriculum leaders are aware of JCQ guidelines applicable to their subject.
- Prepare data for school prospectus and Presentation of Certificates booklet. Check certificates as they arrive and sort them prior to presentation.
- Investigate allegations of malpractice, ensuring that all paperwork is in order and communicating progress of investigations with subject teachers, parents and students as necessary.
- Liaise with the Data/MIS manager to ensure that courses and qualifications are correctly set up on MIS.
- Act as the main point of contact with external agencies (including examination boards) and keep staff informed of new development.

Knowledge, experience and training:

- Secure knowledge of, or the ability to develop secure knowledge of, JCQ regulations and awarding body requirements.

- Experience of managing complex administrative processes to fixed deadlines, particularly in high-pressure periods.
- Excellent organisational skills, with strong attention to detail and a consistent approach to checking accuracy.
- Confidence in managing confidential and sensitive information appropriately.
- Effective interpersonal skills, with the ability to communicate clearly and calmly with students, parents, staff and external bodies.
- The ability to use initiative, exercise sound judgement and manage competing priorities.
- Strong IT skills, including use of MIS, examination board portals and data systems.
- Experience of line managing or coordinating staff, or the capacity to do so effectively.
- Full training will be provided as necessary in line with the requirements of the post.

Additional information.

All staff at Stanborough have a comprehensive package of support, training and performance management, giving scope for personal and professional development.

It is a requirement of all staff that they sign the IT Acceptable Use Policy and all staff will be expected to attend Safeguarding and Prevent Training. All staff support with the supervision of students between lessons.

Whilst every effort has been made to explain the main responsibilities and duties of the post, each individual task to be undertaken will not be identified. 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. The job description is current to the date shown but, in consultation with you, it may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

June 2026

EXAMS OFFICER — PERSON SPECIFICATION



Qualifications

Essential	Desirable
<ul style="list-style-type: none"> • Qualification in English and maths at GCSE or above • Experience of using Microsoft Office • Excellent, accurate keyboard skills • Willing to undertake further training 	<ul style="list-style-type: none"> • Continuous on-going Professional Development

Knowledge and skills

Essential	Desirable
<ul style="list-style-type: none"> • Proficient in the use of MS Office applications • Experience of leading a team 	<ul style="list-style-type: none"> • Experience of working in an examinations office • Knowledge of examinations administration and the ability to work in accordance with JCQ regulations and awarding body requirements • Experience of coordinating public and internal examinations, including timetabling and invigilation • Knowledge of access arrangements and supporting candidates with special educational needs • An understanding and knowledge of Child Protection and Safeguarding • Working knowledge of school Management Information applications (Arbor, ClassCharts)

Professional Attributes:

Essential	Desirable
<ul style="list-style-type: none"> • Excellent attention to detail and accuracy • Highly developed organisation and planning skills • Ability to interpret and follow detailed guidance from exam boards • Ability to communicate effectively, both orally and in writing • Ability to work under pressure • Commitment to high level of confidentiality • Ability to apply discretion, tact and diplomacy • Ability to work on own initiative 	

Personal skills:

Essential	Desirable
<ul style="list-style-type: none"> • Positive attitude • Adaptable and flexible to meet the needs and requirements of the role • Confident and professional • Excellent interpersonal skills • Empathetic 	<ul style="list-style-type: none"> • Proven track record of successful teamwork

***The above will be evidenced by a variety of means including:
Application Form - Letter of application - References - Interview process***

How to apply and the Selection Process

8th to 22nd June 2026

Application Window

A visit to the school before applying is welcomed.

Please contact gpersand@stanborough.herts.sch.uk to make arrangements

22nd June 2026 (9 a.m.)

Deadline for applications

Applications should be made via the MyNewTerm portal

<https://www.mynewterm.com/school/Stanborough-School/137847>

30th June 2026

Shortlisted applicants will be invited to attend a formal interview at the school

Prospective candidates are encouraged to apply as soon as possible as we reserve the right to call candidates for interview and appoint before the closing date

