



**Triumph
Learning Trust**

Applicant Information Pack



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Job Advert in Brief

Examinations Officer

Hours per week: 37.5 hours per week

(Flexible hours can be considered)

Days: 5

Term Time Only: 39 weeks plus 5 weeks

Salary:

(Depending on experience)

Rugby Free Secondary School

Anderson Avenue, Rugby, Warwickshire, CV22 5PE

01788 222060

info@rugbyfreesecondary.co.uk

www.rugbyfreesecondary.co.uk

Rugby Free Secondary School is seeking to appoint a highly organised, proactive, and committed Examinations Officer to oversee the administration of all internal and external examinations. The successful candidate will have excellent organisational and communication skills, a meticulous attention to detail, and the ability to manage multiple deadlines effectively. They will work closely with senior leaders, teaching staff, and external examination boards to ensure that all examinations are conducted in accordance with regulatory requirements, with accuracy, integrity, and fairness. A strong commitment to supporting students and maintaining high standards in assessment and compliance is essential.

There is a strong commitment to support professional development and opportunities for employees to advance their careers ensuring staff can continuously enhance their skills and succeed in their roles.

The Examinations Officer application form and supporting documents for this post are available on My New Term.

Curriculum Vitae (CV) are not accepted.

The school is committed to safeguarding, promoting the welfare of children and to equality of opportunities. **An enhanced DBS will be required for the post.**

Closing Date:



“Coming together is a beginning; staying together is progress; working together is success”

Dear Applicant,

We invite you to come and join Triumph Learning Trust, a community where everyone will flourish and succeed through collaboration, innovation and aspiration. Creating together a place where all belong whilst celebrating the unique identity of each individual.

We're incredibly proud of the work that we do for our pupils and we're proud of how we do it. Our 5 exceptional schools have their own unique identity underpinned by the principle that relationships are at the heart of everything we do. We exist to transform the life chances of our children and young people. Every decision we make is about the children and young people we serve, their learning experience and their personal development.

Our strength lies in our commitment to collaborate and share excellent practice between all our schools. We believe that the best schools are those that offer the best development opportunities to staff. We believe in the retention of our staff, of developing them through high quality CPD and sustaining them through a wide range of opportunities.

Triumph Learning Trust provides an efficient, effective shared services team who are able to be highly responsive to the needs of our schools. School Improvement is key and we endeavour to ensure the highest proportion of our expenditure is focused on providing highly effective CPD for all of our staff.

We believe that accessing the best training, the best coaching, the latest research, the best practice, locally, nationally and internationally... gives us the best opportunity to succeed now and everyday.

We hope that you will take the opportunity to find out why working for Triumph Learning Trust is a positive career decision for you.



Sarah Malam

Chief Executive Officer, Triumph Learning Trust

About Triumph Learning Trust

Triumph Learning Trust came into existence on 1st September 2024. We uphold the principles of collaboration, innovation and aspiration. We believe that everyone is welcome in our schools with a 'no limits' culture. We are committed and determined to enable all of our learners to be ambitious and optimistic for their future.

Our success is driven by a commitment to relentlessly working to improve standards. The Trust has two partner primary schools in Coventry and two primary and a secondary school in Rugby. We look forward to working with other schools who share our values and ambition.



We believe that an aspirational and inspirational education is the right of every child.

Our Trust was created with one sole aim. For member schools to deliver, through partnership and collaboration, an outstanding learning experience for all children so they flourish and thrive enabling them to achieve their own individual excellence.

We have a strong board of committed and passionate Trustees and Members who work closely with schools and their Local Accountability Boards to challenge and support leaders in all that they do.

We strive to maintain schools which will retain their own independent culture and ethos whilst operating within a strategic partnership to improve quality, share best practice and operate effectively and efficiently.



-  Rugby Free Primary School
-  Rugby Free Secondary School
-  Courthouse Green Primary School
-  Alderman's Green Primary School
-  Cawston Grange Primary School

Triumph Learning Trust: Working with Partners who share our ambition to innovate in an inclusive environment



454+

Employees



5

Schools and
Counting



3,171

Students



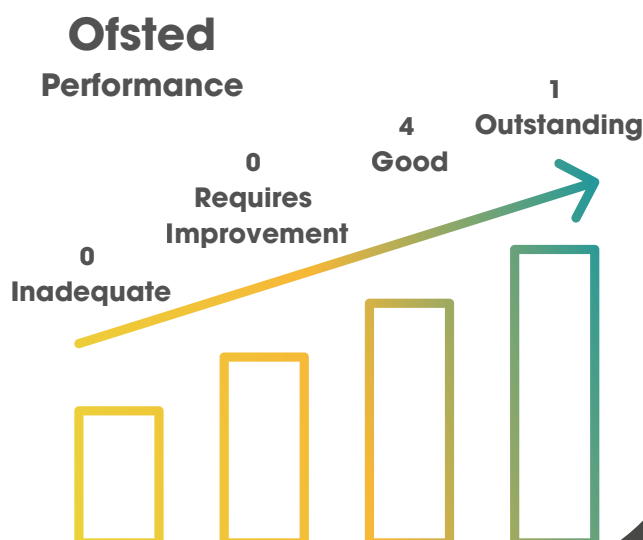
16

Trustees /
Members



4

Resource
Provisions for SEND



“ Leaders take action to ensure that pupils who need help, get the support they need. ”

“ All pupils, including those with special educational needs and/or disabilities (SEND), achieve exceptionally well. ”

“ Pupils develop an informed understanding of global issues and show high levels of respect and consideration for others. ”

[Click here for Ofsted Reports to Triumph Learning Trust Schools](#)



Strategic Framework

The Vision, Mission and Values ensure the Trust are aligned and working toward long-term goals and objectives.



Aspiration

Innovation

Collaboration



Mission

Achieving quality and resilience in all that we do.



Vision

Triumph Learning Trust, a community where everyone will flourish and succeed through collaboration, innovation and aspiration. Creating together a place where all belong whilst celebrating the unique identity of our schools.



Values

Aspiration



Innovation



Collaboration





Family Friendly Leave

Enhanced Maternity, Paternity, Adoption Leave



Lifestyle Discounts

e-vouchers, gift cards, top up cards, discount codes, local discounts



Annual Leave

Support Staff, 25 days per year, plus bank holidays



Home and Electronics Scheme

Salary sacrifice scheme: Buy up to 1000s of items fulfilled by Currys, Decathlon, John Lewis & Partners etc.



Cycle to Work Scheme

Salary Sacrifice scheme: Savings on bike/bike equipment



Gym Membership

Salary sacrifice scheme: Save and spread the cost of annual health club memberships.



Discounted EV Charging

Savings on electricity charging rates to employees whilst at the school with these facilities.



Discounted Use of School Facilities

We work with Community Lettings UK to manage community use of facilities at its schools.



Refer a Friend Scheme

Our scheme entitles you to receive £250.00 per referral



Private GP Services

24/7 online private GP services, available to employees and dependents. (not partners or spouses)



Outstanding Pension Scheme

Auto enrolment into either the Local Government or Teacher Pension Schemes.



Employee Assistance Program

24/7 in the moment support via telephone helpline.



Eye Tests

Free eye tests for all employees through Specsavers Corporate Voucher Scheme, with £50 credit towards glasses.



Continuous Professional Development

Enhancing employees skills and knowledge through regular training, education and learning opportunities.





Dear Applicant,

Thank you for your interest in joining our school community. At Rugby Free Secondary School, we aim to foster kindness and pride, whilst maximising our academic and personal potential. We believe that all of our students should be happy and safe, whilst demonstrating the limitless endeavour and resilience required to succeed by striving for excellence. To achieve these goals, our school ethos is underpinned by the foundations of mutual respect, positive relationships and genuine curiosity.

This is encompassed in our educational philosophy of creating more articulate, organised and progressive learners, and the desire to create both independent and collaborative learners who are proud to be educated at Rugby Free Secondary School.

Alongside this, we focus on broadening our students' core subject knowledge and understanding of the wider world. As a consequence, quality-first Teaching and Learning is at the centre of our school's ethos, and is the key priority for all staff. Our aim is for teachers to deliver high-quality lessons to all year groups, whilst also being supported to develop through pertinent and purposeful internal and external CPD that is bespoke.

Learning is integral to everything we do at RFSS. We ensure that all of our students, regardless of gender, ethnicity or ability, receive the best possible learning experiences, to enable them to achieve and maximise their potential.

Here at RFSS, we continually support students to develop a love of learning to help them become learners for life, in order to equip them with the knowledge and skills that they will need in the real-world. I hope that the information in this pack gives you a sense of what makes our school special, and I look forward to receiving your application.

Warm regards,



Iain Green

Headteacher, Rugby Free Secondary School



Rugby Free Secondary School is a unique and special place, underpinned by three core values that represent what we live-and-breathe on a daily basis. As a school and as a Trust, we have worked hard to create a culture of high-expectations that are built on the bedrock of healthy and happy relationships.

Students from over 34 Primary Schools join the RFSS and TLT family every year, all of whom bring their own set of experiences and beliefs. Therefore, we invest heavily in pastoral support to ensure that all students can quickly establish positive relationships, and therefore focus on their learning.

At RFSS, high emphasis is placed on students feeling happy, healthy and safe, so that they can maximise their own personal progress.

Our forward-thinking and wide curriculum offer supports students in reaching their full potential, and helping to nurture each child's talents and ambitions throughout their time with us, whilst preparing them to be 'set for life' outside of school.

Our approach to education not only supports academic success, but promotes the development of strong character within our students, enabling them to be critical thinkers who can communicate effectively.

Staff feel happy in their role

Trust Survey 2022

88%

Staff are proud to be a member of the school

Trust Survey 2022

96%



Job Description



EXAMINATIONS OFFICER

Salary	Specialist Band	£32,061 - £35,412 FTE
Hours	37.5 hours per week (Flexible hours can be considered), 44 weeks per year	
Reporting to:	Assistant Headteacher - Communications & Systems	
Liaising with:	Headteacher, Deputy Headteacher, DoLs, Invigilation Team, External organisations	
Start Date	April 2026	

Specific Areas of Responsibility and Key Tasks:

- To be responsible for managing the effective and efficient administration of external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations (On behalf of the JCQ member awarding bodies) and/or awarding body rules for exam administration in a consistent and secure fashion, thereby helping to maintain the integrity of the assessment process.
- To support the Head of centre in ensuring that the centre is compliant with the JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments at all times.
- To act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments.
- Ensure the Centre is compliant with all JCQ regulations.
- To closely liaise with key stakeholders (external and internal) to ensure exams administration processes are strictly followed and key deadlines met.
- To ensure examinations are conducted in accordance with the regulations
- Through taking an ethical approach and working proactively to avoid malpractice among students and staff, supports the Head of centre in taking all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during the course of and after examinations have taken place.

Before examinations: Planning

- Maintain and develop systems to manage and coordinate all aspects of the exams administration process.
- Research and understand qualifications and how they are assessed
- Identify and access relevant support available from external stakeholders (Awarding bodies/JCQ/Network group/The Exams Office etc.)
- Comply with JCQ and awarding body regulations, guidance and instructions and keep abreast of developments/changes/updates

- Effectively use JCQ and awarding body online tools where required (e.g. the Centre Admin Portal (CAP), secure extranet sites)
- Oversee (as the main administrator) and manage appropriate access rights for relevant internal stakeholders using JCQ and awarding body online tools.
- Manage own time effectively to ensure key tasks are undertaken and external key dates and deadlines are met (achieved by creating and working to an annual exam plan)
- Communicate clear internal deadlines and processes for gathering/sharing exam-related information from/with relevant internal stakeholders
- Brief candidates/staff/parents/carers on examination regulations and requirements
- Actively support the Head of centre in co-operating with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit
- Annually confirms the information required by the National Centre Number Register (as administered by OCR on behalf of the JCQ) and informs of any changes to centre status
- Manage arrangements to receive, check and store question papers and examination material safely and securely at all times and for as long as required in accordance with the regulations
- Supports the Head of centre in managing Conflicts of Interest by informing the awarding bodies to timescale and recording the measures taken to mitigate any potential risk to the integrity of the qualifications affected.
- Contribute to the creation/review/update of exam-related policies as required by the regulations and accurately reflecting working practices in the centre
- Support the Special Educational Needs Coordinator (SENCo) (or equivalent role) in implementing examination access arrangements or reasonable adjustments for eligible candidates (processing approval applications and requesting modified papers by the published deadlines)

Entries

- Observe the awarding bodies' published terms, conditions and processes for the registration or entry and withdrawal of candidates for their examinations and assessments
- Register or enter candidates for an examination or assessment in accordance with the awarding bodies' published procedures and published deadline for that qualification
- Implement processes and liaise with relevant internal stakeholders to gather correct entry information to internal deadlines implementing strategies to avoid late (or other penalty) fees
- Maintain required identifiers for each candidate entered for an examination or assessment and enter candidates who are on roll at the centre as internal candidates
- Verify the identity of all students that are entered for examinations or assessments
- Effectively use internal and external IT systems to submit and manage awarding body registration and entry data
- Liaise with Finance to ensure fees are paid as instructed and at the time specified by the awarding bodies
- Submit any applications for transferred candidate arrangements in accordance with the awarding body requirements
- Liaise with relevant internal stakeholders to ensure final entries/registrations that have been submitted to an awarding body are regularly monitored, submitting timely changes (amendments/withdrawals) to ensure candidates take the correct papers at the correct time and enabling awarding bodies' to deliver accurate results to the centre

Pre-exams

- Recruit, train, update and manage a team of invigilators
- Create PPE timetables
- Manage the arrangements for the timetabling, rooming, seating, resourcing and invigilation of examinations in accordance with the regulations
- Effectively resolve exam timetable clashes and manage overnight supervision arrangements (where arrangements may be required after all other options have been explored) in accordance with the regulations
- Ensure all candidates are notified of their examination entries and the dates and times of their examinations/assessments in accordance with the regulations
- Ensure all candidates are aware of the JCQ and awarding body information and regulations regarding the conduct of their examinations/assessments in advance of these taking place
- Confirm relevant internal stakeholders complete administrative tasks associated with centre assessed work in an accurate and timely manner in accordance with the requirements of awarding bodies and moderators
- Support the Special Educational Needs Coordinator (SENCo) (or equivalent role) in implementing examination access arrangements or reasonable adjustments for eligible candidates (appropriate arrangements for rooming, resourcing, facilitation, invigilation etc.)
- Effectively manage arrangements for the secure storage and dispatch of examination scripts for marking

After examinations: Results and Post-Results

- Ensure candidates and relevant internal stakeholders are aware of processes, key dates and deadlines in relation to the issue of results and the arrangements for post-results services
- Plan, prepare for, and manage the restricted release of results and the distribution of provisional statements of results in accordance with JCQ regulations and/or awarding body rules
- Effectively use internal and external IT systems to access and manage awarding body results information
- Understand awarding body results indicators and provide support for relevant internal stakeholders in accessing results reports/analysis tools
- Effectively use external IT systems to administer post-results services in accordance with the regulations to the published deadlines
- Manage and administer the receipt, distribution and retention of examination certificates according to the regulations

Other

- Undertake training, update or review sessions as required
- Undertake other duties appropriate to the grade and responsibilities of the role as may be required by the Head of centre/SLT responsible for examinations, for example:
 - The preparation for and conduct of internal examinations under external examination conditions
 - Other exams-related administrative tasks

Professional Development

- To take responsibility for personal continuing professional development.
- To take part, as appropriate, in the Trust professional development programme.
- To engage actively in the Performance Management Review process.
- To evaluate own personal performance through self-evaluation and learn from the effective practice of others and from evidence.

Generic Responsibilities of all Rugby Free Secondary School Staff

- To support the Trust's responsibility to provide and monitor opportunities for the personal and academic growth of students.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or come into contact with. Part of this responsibility involves the checking of visitor identification at the point of school entry and the issuing of relevant safeguarding information.
- To ensure all tasks are carried out with due regard to Health and Safety.
- To remain confidential at all times.
- To adhere to the ethos of the school.
- To promote the agreed vision and aims of the school.
- To set an example of personal integrity and professional conduct.

Safeguarding

- To ensure that all students have a safe environment in which they can learn, reporting any concern about the environment to a member of the site team or if appropriate to one of the Designated Safeguarding Leaders.
- To be aware of systems which support safeguarding and following the procedures as highlighted in the Safeguarding Policy.
- To identify children who may benefit from early help as soon as possible and discuss this with one of the Designated Safeguarding Leaders.
- To consider at all times what is in the best interests of the child.
- To protect children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
- To take action to enable all children to have the best outcomes

Person Specification



Areas	Essential It is essential candidates can provide evidence of:	Desirable It is desirable candidates can provide evidence of:
Qualifications	<ul style="list-style-type: none"> • 5 GCSEs or equivalent, including Maths and English 	<ul style="list-style-type: none"> • NVQ level 2 in business administration or equivalent
Experience	<ul style="list-style-type: none"> • Working in an administration environment • Managing the examination process within an educational setting • Managing own workload • Completing tasks to deadlines • Working on several different projects/areas at the same time • Dealing with confidential matters • Complying with the requirements of regulatory bodies 	<ul style="list-style-type: none"> • Experienced user of: MIS and Online tools • Advising senior leadership teams • Managing staff
Knowledge and Skills	<ul style="list-style-type: none"> • Manage and maintain the integrity and confidentiality of the exams system • Communicate clearly and concisely both orally and in writing (high standard of verbal and written communication skills) • Effective interpersonal skills working with a range of internal and external stakeholders • Proficient in the use of a range of IT software packages • Analyse data • Time management and planning skills to prioritise workload and balance conflicting demands to meet strict deadlines • Work with a high degree of accuracy • Work well under pressure • Work flexibly • Work without close supervision • Work well both as part of a team and independently, demonstrating initiative (regularly review own (and team's) work and take the initiative to suggest ideas to make improvements) • Follow relevant policies, procedures and regulation to complete work • Adapt quickly to changes to regulations and processes • Deal with enquiries in a professional and sensitive manner • Aware of the Joint Council for Qualifications (JCQ) regulations or equivalent • Commit to safeguarding and promoting the welfare of young people • Willingness to participate in training and development opportunities • Knowledge of the data protection Act 2018 and GDPR as they apply in the UK 	<ul style="list-style-type: none"> • Aware of current developments in the secondary school/college curriculum and examination systems • Aware of qualifications contributing to performance tables (school and/or college performance measures)








If you feel that you could bring further impetus to our drive to improve the provision for our students and have the necessary energy, enthusiasm and sense of humour to take us forward at this exciting time, then please get in touch.




To arrange an informal discussion or visit to the school, please contact:

School Enquiries

-  01788 222060
-  scovill@rugbyfreesecondary.co.uk
-  www.rugbyfreesecondary.co.uk/vacancies

Feel free to contact HR if you have any questions regarding the recruitment process, require further information about the position, or need assistance with your application.

HR Enquires

-  02476 688918
-  hr@triumphlearning.org
-  triumphlearning.org

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.

The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition. This job description is current at the date shown but in consultation with the post holder may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

We reserve the right to withdraw this vacancy at any time.

Triumph Learning Trust is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check. Triumph Learning Trust are always happy to receive speculative applications from excellent teachers and support staff.



Anderson Avenue | Rugby | Warwickshire | CV22 5PE | 02476 688918

 www.triumphlearning.org  facebook.com/TriumphLearningTrust  triumph-learning-trust  triumph_learning_trust
