



Exams Officer

Information for Applicants

September 2026

The Support Staff

The support staff at Farlingaye High School consists of hard working and friendly individuals who support the work of the school. We work well together as a team, supporting each other through our job roles.

Farlingaye is a thriving school of over 1900 students, we are part of East Anglian Schools Trust (EAST) alongside Bungay High School, Holbrook Academy, Kesgrave High School, Castle EAST School, EAST SCITT and six primary schools: Aldeburgh, Easton, Leiston, Saxmundham, Kyson and Wickham Market with whom we work closely with. We are passionate about learning and student achievement and our support staff play an integral role in the process of improving standards.

We are committed to providing excellent staff opportunities through developing and promoting our staff and offering an excellent CPD and support programme for new staff. We are also extremely pleased to have launched our own teacher training provider: EAST SCITT. This allows us to award QTS and also QTS + PGCE Programmes within both Primary and Secondary schools.

As a staff we strive to ensure that every area of school is the best it can be, and are committed to being restless in order to achieve this goal. We are humble, keen to learn from others and aim to keep developing. We believe that all our key stakeholders - students, parents, staff and governors - have a key role in helping us further improve. In order to achieve that we want our staff to all have one thing in common: the desire to make a difference

Colleagues work together well across the school and enjoy a high level of personal and professional support. Visitors often comment on the positive and friendly atmosphere in the school and on the hard work of staff. We strive to help students to maximise their full potential and take pride in the progress the school continues to make.

Our vision at Farlingaye is very clear. We want our students to be taught by brilliant teachers, to learn to love different subjects, and to develop a sense that they are part of a wider community where their actions matter and their contribution is valued. However, in order for our teaching staff to dedicate themselves to providing the best teaching they can, we rely on our support staff to provide the vital behind the scenes day to day support in a wide range of areas. It's important for our admin team colleagues to be flexible in the tasks that they undertake and not be limited to their assigned work area.

Ultimately, in order to be successful as a school we want our staff to all have one thing in common: the desire to make a difference and the willingness to help colleagues to achieve the needs of the school. This willingness to embrace the full range of opportunities within school will give a varied and fulfilling sense of achievement.

A student's time at school should leave a lasting legacy on shaping the person they become - all our staff play a part in making that happen. Work with us as part of the Farlingaye community in an environment that helps you develop and progress in your career.

If you feel that Farlingaye is a school where you could make a contribution, we will be delighted to receive your on-line application. If you would like to discuss the job role further, please do not hesitate to contact Lauren Teeling, Headteacher's PA either at the school on 01394 385720 or via email on hr@farlingaye.suffolk.sch.uk

Peter Smith
Headteacher

Exams Officer

Farlingaye High School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share and adhere to this commitment. DBS checks required for all posts.

Key information	Details
Salary:	Grade 5, SCP 21- SCP 25: £33, 675.16 - £36, 834.56
Hours:	37 hours per week, 40 weeks per year
Contract:	Permanent
Responsible to:	Headteacher
Purpose of the role:	To manage the planning, administration and delivery of all examination processes, ensuring examinations are conducted securely, efficiently and in accordance with national regulations.

The role:

Required to start 1st January 2027. We are seeking to appoint an organised, meticulous and highly professional Examinations Officer to lead the administration and delivery of all internal and external examinations. This is a pivotal role within the school, ensuring every examination series is delivered securely, efficiently and in full compliance with JCQ and awarding body regulations, while providing excellent support to students, staff and parents throughout the examination process.

Key Duties: The duties outlined below are not intended to be exhaustive. The postholder may be required to undertake other duties commensurate with the grade and responsibilities of the post, as reasonably directed by the Headteacher.

Planning and Organisation

- Lead the administration, organisation and smooth running of all internal and external examinations, ensuring compliance with JCQ regulations and awarding body requirements.
- Manage examination entries, amendments and withdrawals using SIMS Exams Organiser.
- Produce examination timetables for students, staff and invigilators.
- Plan examination rooming and coordinate the preparation of examination venues.
- Organise internal examination series for Years 10, 11, 12 and 13.
- Ensure all examination materials are received, stored and handled securely in accordance with regulations.
- Oversee the collection, packaging and dispatch of examination scripts and coursework/non-examined assessments.

Examination Administration

- Act as the school's main point of contact for all examination boards and awarding organisations.
- Liaise with curriculum leaders to ensure accurate examination entries and assessment information.
- Manage post-results services, including enquiries about results, reviews of marking and access to scripts.
- Coordinate the distribution of examination results and prepare certificates for presentation.
- Attend Results Days and Certificate Evenings, providing support to students and staff.

Working with key Stakeholders

- Work closely with the SEND team to ensure appropriate access arrangements are implemented for all eligible students.
- Liaise with pastoral leaders to coordinate appropriate examination arrangements for students with medical, wellbeing or other approved needs.
- Communicate examination information clearly to students, parents and carers.
- Attend relevant meetings with senior leaders, curriculum leaders and external organisations as required

Invigilation

- Recruit, train, deploy and manage the team of examination invigilators.
- Produce invigilation timetables and ensure sufficient staffing for all examination sessions.
- Provide guidance and training to invigilators, ensuring examinations are conducted in accordance with JCQ regulations.

Administration and Compliance

- Maintain accurate examination records and documentation.
- Process examination fees, resit payments and associated financial records where required.
- Keep up to date with changes to JCQ regulations, awarding body requirements and examination legislation, ensuring school procedures remain compliant.

Management of Staff

- Lead, manage and support the Assistant Examinations Officer and the team of examination invigilators.
- Plan and allocate workloads, establish work priorities and ensure the effective delivery of all examination activities.
- Recruit, induct, train and develop invigilators, ensuring they are fully briefed on current JCQ regulations and school procedures.
- Monitor performance, identify training needs and undertake induction and performance review processes.

Financial and Administrative Responsibilities

- Administer examination fees, including the collection and accurate recording of payments for re-sits and other chargeable examination services where applicable.
- Maintain accurate financial and administrative records in accordance with school and Trust procedures.
- Ensure all examination administration is carried out in line with school, Trust, JCQ and awarding body requirements.

Person specification

Criteria	Essential	Desirable
Qualifications	Good standard of education (A Levels, NVQ Level 4 or equivalent experience).	Degree or relevant professional qualification.
Experience	Experience of managing complex administrative processes and meeting multiple deadlines. Experience of leading or supervising a team. Experience of handling sensitive and confidential information.	Previous experience working as an Examinations Officer. Experience within a secondary school or educational setting.
Knowledge	Excellent understanding of administrative systems and processes. Strong IT skills, including Microsoft Office applications and databases. Understanding of data protection and confidentiality requirements.	Working knowledge of JCQ regulations and awarding body requirements. Experience of SIMS, SIMS Exams Organiser or equivalent management information systems. Knowledge of school assessment and examination processes.
Organisation	Outstanding organisational skills with the ability to prioritise competing demands. Ability to plan and coordinate large-scale events and meet fixed deadlines. Excellent attention to detail and accuracy.	Experience of planning and delivering multiple examination series.
Communication	Excellent written and verbal communication skills. Ability to communicate confidently with students, parents, colleagues and external agencies. Ability to explain complex procedures clearly and professionally.	Experience of delivering training or presentations.
Leadership	Ability to lead, motivate and develop a team. Ability to allocate work effectively and monitor performance. Confidence to make decisions and resolve issues independently.	Experience of recruiting and training invigilators.

Problem Solving	Ability to identify issues, assess risk and implement practical solutions. Ability to work calmly and effectively under pressure, particularly during examination periods.	Experience of managing complex examination timetables or access arrangements.
Personal Qualities	Highly organised, resilient and reliable. Exceptional attention to detail. Professional, discreet and trustworthy. Able to work flexibly during busy examination periods. Committed to providing an excellent service to students and staff.	Commitment to ongoing professional development within examinations administration.

How to Apply

If you are interested in this opportunity, please submit your application using our online recruitment system, which can be accessed via the 'Join FHS' section of our website: www.farlingaye.suffolk.sch.uk

The closing date for applications **is 9.00am on Monday, 21st September 2026**. We reserve the right to interview and appoint before the closing date should a suitable candidate be identified, so early applications are encouraged.

As part of the application process, you will be asked to create an account and complete our online application form. You will also need to submit a supporting statement outlining your skills, experience and suitability for the role. Your application form and supporting statement will be used as part of the shortlisting process, so please ensure you demonstrate how you meet the requirements of the person specification.

You can save your application and return to it at any time before submitting it.

If you would like an informal discussion about the role, please contact Peter Smith, Headteacher on: psmith@farlingaye.suffolk.sch.uk

For any queries relating to the recruitment process, please contact our HR team at: hr@farlingaye.suffolk.sch.uk

The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to an enhanced DBS check. This Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share and adhere to this commitment. Enhanced DBS checks are required for all posts.

Child protection policy

At all times the Headteacher and governing body will ensure that safe recruitment practices are followed. At Farlingaye High School we require evidence of identity and original academic certificates. We do not accept testimonials and insist on taking up references prior to interview. We will question the content of the on-line application form during the interview if we are unclear about them, we will undertake enhanced Disclosure & Barring Checks (DBS) and use any other means of ensuring we are recruiting and selecting the most suitable people to work with our children.

Interview process

The interview process is an opportunity for both you and the interview panel to explore the role in more detail and discuss your application. As part of our commitment to safeguarding and promoting the welfare of children and young people, all candidates will be asked questions relating to safeguarding and their suitability to work with children.

Interviews will be held: Thursday, 24th September 2026

Please note that current or previous employers will be contacted as part of the verification process. We require two work-related referees to be listed on your on-line application form and we will contact those referees before interviewing.