

The Royal Liberty School



Headteacher: Mr. L. Raftery BSc (Hons), MA, NPQH

Upper Brentwood Road, Romford, Essex RM2 6HJ

Examinations and Assessment Officer

5 days per week, 36 hours per week, 39 weeks per year

8:00am to 4:00pm

Grade: SO1

Required for September 2026

The Royal Liberty School where *“Staff know their pupils very well, and as a result, pupils are happy and safe. Pupils are polite, respectful and mature and value diversity and equality.” (OFSTED February 2024).*

We are seeking to appoint a methodical, well organised exams and assessment officer.

To ensure an effective and efficient examination provision to the whole school, including administering public examinations (Key Stage 3 and GCSE) and internal end of year and mock examinations.

To provide information to students, parents and staff relating to examinations, including the provision of whole school and individual exam timetables and invigilation timetable arrangements. The production of relevant examination literature. Key Stage 4 course information booklet).

The Royal Liberty School is committed to safeguarding and promoting the welfare of children and young people. All adults who work at the school must share this commitment to young people. We are part of the Success for All Educational Trust with Redden Court School, Sanders Draper School and Rise Park Academies.

Why Work With Us?

As an employer, we are committed to promoting career development and recognise hard work and effort. As an equal opportunities employer we offer from day one of your employment parental leave, compassionate leave and carers leave at or above the statutory levels. We are committed to wellbeing and flexible working requests which can be submitted from day one.

If you are looking to advance your career in a small, friendly supportive school and are committed to providing the very best experience for our students we would love to meet you. If you would like to speak to the Headteacher, Mr L. Rafferty, please feel free to contact the school. We welcome visitors to the school from potential applicants.

As an employee you will be covered by our excellent well-being support and medical cover programme through MyMedicash. This includes;

- Claim back the cost of your dental bills or new glasses (up to your annual limit)
- Wide range of therapy treatments covered, including physiotherapy
- Access to payment for private specialist consultations
- mProve, Physio & SkinVision included
- Options to upgrade and include your partner via personal direct debit

As an employer we are committed to promoting career development and recognise hard work and effort. This is evident in the attached staff testimonials. In addition to ongoing CPD we will also provide;

- Support towards achieving further qualifications
- Leadership programmes (NPQML, NPQSL, NPQH and PiXL Leadership Programme)
- Progression opportunities
- Teacher Training Programme

The Royal Liberty School is an equal opportunities employer including blind recruitment.

"We welcome enquiries from everyone and value diversity in our workforce. Applications are welcome from all sections of the community regardless of gender, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, disability, religion or belief, age or sex and sexual orientation."

Further details can be downloaded from our website www.sfaet.co.uk or Ms C Jones, cjones@royalliberty.co.uk

If you are looking to advance your career in a supportive and dynamic setting and are committed to providing the very best experience for our staff and students, we would love to meet you.

Further details can be downloaded from our website www.royalliberty.co.uk or from hr@sfaet.co.uk T: 01708 730141

Please apply via “Mynewterm” which can be accessed by clicking the following link : [Apply here](#)

PLEASE NOTE: *We reserve the right to close this vacancy early if we receive sufficient suitable applications for the role. If you are interested in the role, please submit your application as early as possible.*

The use of AI is strictly forbidden to assist in any way with the interview/application process.

Closing Date: Monday, 1st June 2026 at 9am
Interviews will take place on w/c 8th June 2026



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.

This post is subject to an enhanced disclosure from the Disclosure and Barring Service. The Royal Liberty School is an equal opportunities employer.