

Job Advert – Exams Officer

Salary range:	Scale PO1 and spinal point 28 £41, 453 to spinal point 31 £44, 072 Inc. London weighting per annum (Pro rata £38, 689 - £41, 134)
Contract:	Permanent
Start date:	September 2026
Hours of work:	36 hours per week
Weeks per year:	42 weeks
Location:	Alperton, London

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We are a split-site school, with a short walk of approximately 8 minutes between sites, and on-site parking is available.

The role

This is a vital role in ensuring the smooth day-to-day running of the school. The core purpose of a support role is to assist in the delivery of high-quality education by supporting students, teachers, and the wider school community.

The Exams Officer is responsible for the efficient and secure administration of all external examinations in line with JCQ regulations and awarding body requirements. Acting as the main point of contact for all exam-related matters, the post holder ensures the integrity of the assessment process is upheld at all times. The role involves liaising closely with internal and external stakeholders, meeting key deadlines, and maintaining rigorous procedures to ensure full compliance. The Exams Officer also supports the Head of Centre in preventing malpractice and is expected to complete the Exams Officer Professional Standards annually, demonstrating strong knowledge, ethical practice, and a commitment to best practice in exams administration.

This role is supported by the Data Manager.

The Person

We are looking for a dedicated and enthusiastic individual to join our support staff team—someone who is committed to helping students thrive and who enjoys working as part of a collaborative and supportive environment.

The ideal candidate will have:

- A genuine passion for supporting young people in their learning and development
- A commitment to inclusive, student-focused education
- Strong communication and organisational skills

- A flexible, proactive, and positive attitude
- The ability to work effectively both independently and as part of a team

This is a fantastic opportunity to play a key role in the daily life of the school and to make a real difference in the lives of our students.

The successful candidate will be highly organised, calm under pressure, and able to manage multiple deadlines with efficiency and accuracy. They will bring experience from a school, college, or administrative environment—ideally with a background in managing examinations and working with sensitive or confidential materials. Strong interpersonal and communication skills are essential, as is the ability to work both independently and as part of a team. The ideal candidate will be confident using data systems (such as MIS), proficient in Microsoft Office, and capable of analysing and managing data. Experience working with awarding bodies and an understanding of compliance with statutory regulations is also key. A proactive, flexible approach and commitment to following internal and external procedures will be vital to success in this role.

What We Offer

As part of our commitment to staff wellbeing and development, we offer a comprehensive benefits package, including:

- Extensive CPD and professional growth opportunities
- Employee Assistance Programme
- Cashback Health Benefits
- Cycle to Work Scheme
- Pension Scheme
- Opportunities for progression and leadership

Supplementary Information

- Applicants who have applied for this post in the last 6 months need not apply.
- We are committed to safer recruitment and to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. We welcome applications from all sections of the community.
- The successful candidate(s) will be required to undertake an Enhanced and Barred Disclosure and Barring Service (DBS) check and register the DBS on the Update Service.
- Please note: CVs will not be considered as part of your application.
- Applicants may be contacted for a brief pre-screening call as part of our interview process to assess their suitability for the role.

- Only successful candidates will be notified. If you do not hear from us within 14 days of the closing date, please assume you have not been successful on this occasion.