

# Recruitment Brochure

## Examinations Officer

To start September 2026



# A fantastic opportunity to join our team as our Examinations Officer



To start September 2026

## **We Are The Wren.**

A school that puts its staff at the centre. A community that is built on the values of Kindness, Ambition, and Respect with ethical, honest leadership at every level.

We are committed to this because people matter.

We are an organisation that values individuals.

It is why we pay our teachers more than other local schools, why we not only support but embrace flexible working opportunities to suit the needs, lifestyles and career paths of our team.

It is why we have a culture of growth and development that provides the opportunities for everyone to flourish through bespoke professional development and a climate of coaching.

It is why we believe that you shouldn't always have to say 'no' because of work. Why we recognise you as parents, partners, siblings and friends and that you shouldn't miss out on those key events and commitments.

It is why our wellbeing charter and committee ensure your health and wellbeing are front and centre. Why we give all staff a Wellness Day to take whenever they need, for whatever they want and why we offer extra days off by running twilight professional development sessions.

## **We Are Different. We Are Bold. We Are The Wren.**

At The Wren, we challenge ourselves to become better day by day; driving our school community forward so that we can offer our students an exceptional education. We share an ambitious and inspirational vision that;

*'Each child, regardless of background, will receive a world-class education and be nurtured, challenged and inspired to aim high.'*

We believe that every young person must receive an exceptional education; one that nurtures a love of learning and empowers students to achieve their best, one that challenges, inspires and develops them as individuals and one that ensures all students have the tools to be fully equipped for their future.

This is an exciting opportunity to join our team as our Examinations Officer. You will be responsible for coordinating and overseeing all internal and exam series, working closely with key staff and leading the invigilation team to ensure that all assessments are organised efficiently and delivered to the highest standard. The role is pivotal in maintaining full compliance with JCQ regulations, implementing robust systems and processes, and safeguarding the integrity of examinations. Through effective collaboration with colleagues, and meticulous organisation the Examinations Officer will help ensure a professional, and positive experience for all students and staff involved in the examinations process.

The Examinations Officer will be well supported in developing expertise within this important role. We are committed to investing in our staff, and each colleague is regularly given opportunities to develop their skills, knowledge and understanding to excel in their area of responsibility. Through ongoing professional development the Examinations Officer will be supported to build confidence, deepen their expertise and continually enhance their practice, reflecting our ethos that *Better Never Stops*.

To work 30 hours per week, term time only, plus 2 weeks during school holidays and 5 Inset Days. The starting salary is £31,022 pa FTE with pay progression linked to local government SCP salary scale 17-21 (actual pro-rata'd salary £22,744pa). The Wren is a member of the Royal Berkshire Local Government Pension Scheme (LGPS), Employer Contributions are set at 22.6%.

If our vision, values and ethos match your own philosophy, then we hope you will take the next step and apply through My New Term. The closing date for application is 9am Monday 6<sup>th</sup> July 2026, interviews will be held on Monday 13<sup>th</sup> July 2026.

**Do not delay in applying early as suitable candidates may be invited to interview prior to the closing date.**

*The Wren is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Click [here](#) to read our Safeguarding Policy. Any appointment is subject to satisfactory completion of all relevant pre-employment checks. The Wren is committed to equality of opportunity for all staff.*

*We are committed to equality of opportunity, promoting and celebrating the diversity of staff, students and the community we work with. The Wren values everyone's contribution and ensures all have the opportunity to realise their potential in line with our #BetterNeverStops ethos. We welcome applications from talented people from all sections of the community who share our values and belief that all students, regardless of background, deserve a world-class education.*

Please click [here](#) to review our Privacy Notice for applicants.

## Message from the Principal

Dear Applicant,

Thank you for your interest in this post and in joining the team at The Wren. We are seeking to appoint a well-motivated, team player, with passion and enthusiasm, to fulfil this vital role as our Examinations Officer.

The Wren is a fantastic school with an excellent team of highly skilled practitioners, and an ambitious and inspiring vision. We believe that:

*“Each child, regardless of background, will receive a world-class education, and be nurtured, challenged and inspired to aim high”.*

Our vision motivates and challenges us to become better, day by day, as we continue to strive to offer our students an exceptional education.

The Wren is a school on a journey to exceptional, offering its students an excellent education, built on the values of Kindness, Ambition and Respect. We are fortunate to have a fantastic learning environment in modern, spacious and well-resourced buildings. We are proud to be part of the Excalibur Academies Trust that allows us to work in close partnership with its excellent network of schools.

Students at The Wren are confident and respectful individuals, and are proud of their school and the values that we uphold. You would be joining a supportive staff team, and a school that prioritises professional development and staff wellbeing. We offer an extensive bespoke internal Professional Development programme organised with individual needs and growth at its core, and believe in collaboration and supportive practice.

We are not a school that sits still. I lead a restless team, who are bold and creative in ensuring that we move this school and the educational experiences of our students and our community forward.

If you are passionate, ambitious and believe in our vision and values then I would be delighted to receive your application. Applications must be submitted by 9am on Monday 6th July 2026.

I would encourage you to visit and speak with us to further explore if you think this could be the right school and the right opportunity for you. Please contact Lynn Smith [lsmith@wren.excalibur.org.uk](mailto:lsmith@wren.excalibur.org.uk) to arrange a time to come and see us.

I look forward to meeting you soon.

Kind regards,



Mr John Salberg  
Principal



## Message from Nick Lewis – CEO, Excalibur Academies Trust

Excalibur Academies Trust is a wonderful place to work. We really do benefit from having such a diverse range of schools and people in our organisation. No matter what your role, you are valued for who you are, and the ideas and energy that you can bring to our Trust. We understand that every individual plays a vital role in our Trust's success. While working in education offers immense rewards, it can also be challenging at times. If you choose to join our team, we'll make sure you feel appreciated and supported in your journey with us.

Whether you are an Early Career Teacher ready to embark on your first teaching role; an experienced professional eager to take on leadership roles in subjects, departments, or specialisms; or someone passionate about making a difference in children's lives, Excalibur Academies Trust is the place you can thrive.

We are proud that both teaching and support staff are encouraged to pursue development opportunities across our academies. Our comprehensive recruitment and retention strategy is designed to offer you excellent career prospects, including progression, acting-up roles, secondments within the Trust, and ongoing professional development. As you grow professionally, so do we.

It's the people in our Trust that make it a special place to work. Investing in you is crucial, which is why we offer a range of outstanding benefits. We are dedicated to making staff health and wellbeing a strategic priority, with strong leadership commitment to our Wellbeing Strategy.

We really look forward to welcoming you to our unique and supportive Trust!

## Message from Julia Cottee – Chair of Governors

The Wren opened its doors to 73 students in 2015, with the vision that *"Each child, regardless of background, will receive a world-class education and be nurtured, challenged and inspired to aim high"*. We are now the secondary school of choice in West Reading, with places hugely over-subscribed, and with modern high-quality facilities.

The Wren is a free school founded by a parent proposer group (the West Reading Education Network), formed to serve the families of Central West Reading. Reading has consistently been one of the most popular places to move to in recent years, and with hundreds of houses and apartments being built in the town centre, close to future Crossrail links, the demand for school places is growing all the time. However, the only schools actually located in the centre of the town are selective, necessitating many children to travel out to the suburbs, or even beyond the borough, to access secondary school education. Although The Wren is located near to other secondaries, we stand out due to our nurturing ethos, our dynamic curriculum in a 3-year KS3 and transition support from KS2, our high level of curriculum resources, especially for the Arts, and welcome towards young people's diversity, and our enthusiastic and caring staff.

Having experienced such a challenging and rapid journey of expansion, change, burst in popularity and building work over the initial years as a standalone school, we joined Excalibur Academies Trust in 2019, to help us to continue to strive to provide a world-class education to our students, in a collaborative partnership which allows us to draw upon their expertise, whilst still ensuring our unique identity and approach.

We look forward to receiving your application.

## About The Wren

The Wren is a thriving and growing 11-18 secondary school based in the heart of the local community. Reading is a vibrant town with a thriving centre sited on the River Thames and River Kennet. A historic market town with many shops and restaurants and fantastic opportunities to explore a huge number of local and regional attractions. The school is situated in West Reading, with easy access to the M4 and excellent rail links to London and across the country.

Our first cohort of Year 7 students arrived in September 2015 and we moved into our state of the art, modern buildings in September 2018. These fantastic buildings provide us with spacious and well-equipped learning environments that inspire our students to continue to strive for excellence. In September 2020, we were delighted to welcome our first Sixth Form cohort.

As a school, we value community cohesion and are proud to be part of the Excalibur Academies Trust and its excellent network of schools. Founded in 2012, EAT is a multi-academy trust that prides itself on a special blend of independence and collaboration. Their vision is to provide an excellent education empowering individuals to thrive and grow within a caring, aspirational and outward looking culture. They believe in investing in staff to ensure they attract and retain talented, dedicated people who are committed to changing children's lives for the better. With a strong track record of raising the achievement of disadvantaged pupils across the trust, it is their mission to promote social mobility and personal fulfilment through the transformative power of education.

Our rich and purposeful curriculum offers a wide mix of academic and practical opportunities. We challenge our students to explore, discover and learn new things, and inspire them to dream and think big. We aim to create independent, creative and confident individuals who are skilled and ready for the world, and resilient to the challenges they might face.

We have an unremitting focus on quality first teaching and learning, with an exceptional staff team who are committed to creating 'Inspirational Classrooms'. We expect and encourage the highest standards of attitude, behaviour and commitment from staff and students alike.

Our students follow a three-year Key Stage 3, studying a wide range of subjects to prepare them for Year 9 - a year of choice and decision-making about GCSE subjects and the next stage of their educational journey. All students will have the opportunity to select a personalised combination of subjects that will allow them to reach for success at the end of Key Stage 4 in Year 11. We hope that each student's journey with us continues into our sixth form where we provide a range of qualifications to meet their needs and open up opportunities as they step into the world of work or continue onto further study at university.

## Staff Wellness Room

Staff wellbeing is a priority here at The Wren. September 2023 launched the Staff Wellness Room.



The space is a work free environment accessible before, during and after the school day where staff can visit if feeling anxious, experiencing menopause symptoms or to take time out to tend to their own personal health needs.

The Wellness Room has been designed to offer maximum relaxation by offering different seating options in a natural environment filled with light. Whether you prefer the soft velour comfort of a sofa, the hug of a high back chair or to squish yourself into a beanbag the options are there!

Two respite zones are also available for when you just need time alone. The zones offer a reclining lounge chair to put your feet up, and offers massage seats, air conditioning units and Sad lamps whilst screened from the wider room by a hand-woven rattan partition.

In the wicker baskets around the room, you will find mindful colouring accessories, relaxation and mindfulness books whilst fresh, chilled water and our fruit basket supports staff personal health.



### Our centre piece of the Wellness Room is the “Yinshi Meditation Pod”



- ✓ Designed to improve workplace mental health and employee wellbeing.
- ✓ Provides a mental nudge to help teams adopt a more regular self-care.
- ✓ Made with calming natural materials.
- ✓ Sound proofed to provide a quieter, tranquil space.
- ✓ Wheelchair accessible.



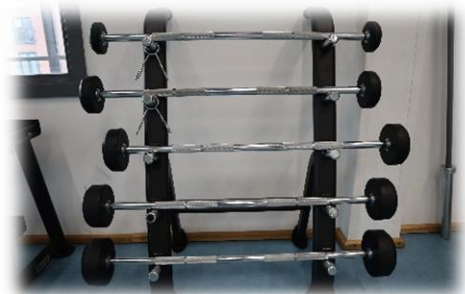
## Unlock Wellness at Work @ The Wren's Onsite Gym

At The Wren, we are committed to supporting the wellbeing of our staff. We understand the importance of maintaining a healthy work-life balance and want to ensure our team has the resources to stay healthy, both physically and mentally.

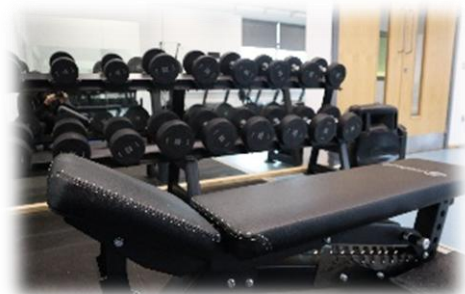


As part of this commitment, all staff members have access to our fully equipped onsite gym at a nominal monthly cost. Our gym is available exclusively for staff during the following times:

- 6:15am – 8:00am
- 4:15pm – 7:00pm



The gym offers a wide range of facilities, including cardio equipment and weights, to suit various fitness needs. Whether you're just beginning your fitness journey or maintaining an existing routine, the convenience of having a gym right onsite makes it easier than ever to prioritise your health and fitness.



## Wren 2026 mission

At The Wren, we challenge ourselves to become better day by day; driving our school community forward so that we can offer our students an exceptional education. We are not a school that will sit still. We are restless and will be bold. We share an ambitious and inspirational vision which motivates us, and our students, to be the best that we can be ensuring that:

*'Each child, regardless of background will receive a world-class education and be **nurtured, challenged and inspired** to aim high.'*

Our Wren 2026 mission is simple, **'We will do everything better, because Better Never Stops'**.

This mission sets our five simple, clear and robust aims where we will have;

1. An ambitious curriculum that enables all students to make exceptional progress.
2. A great and growing teacher in every classroom.
3. Intervention that is impactful for all students in our community.
4. A culture of ambition and success where everyone at The Wren engages in wider learning opportunities.
5. A culture of ethical leadership where all leaders plan strategically, looking at the bigger picture.

These are the standards that we commit to as we continue our journey together.

## Views from our staff

'In my time as an NQT at The Wren I felt fully supported by all members of staff. Having an NQT co-ordinator that knows each staff member's strengths allowed me to observe best teaching practices of areas that I needed to develop. From my first experience of visiting during my PGCE year, to the years since my NQT year, I have always felt that staff look out for each other's wellbeing and will always support each other' – **Luke, teaching staff.**

'I come from a corporate background and this is my first school job. I love working at The Wren, my colleagues are friendly, kind and supportive. It is nice to know that I make a difference to children's lives with the work I do and I find my job very rewarding' – **Anita, support staff.**

'I started working at The Wren in 2016, at the time there were just 88 students and a handful of staff based in a very small number of temporary buildings. For me, being part of creating a school has been an amazing experience – there has literally never been a dull moment as the school is still constantly evolving, bringing moments of pride and challenge in equal measure! The staff here are friendly, helpful, team players and definitely very willing to be hands on. Having recently added 'Sustainability Representative' to my remit, The Wren has definitely proved to be my most interesting finance role!' – **Lorraine, support staff.**

'My favourite thing about working at The Wren is the sense of teamwork that runs through all the departments. You're never alone after a tough day and there is always someone to seek advice from – whether they are in your department or not' – **Simon, teaching staff.**

'I have been fortunate to work at The Wren since 2016. The warm and friendly nature of everyone who works here – makes it a lovely place to work. The support you receive from the Senior Leadership Team and the rest of the staff is second to none. The fact that I can make a contribution to the education of the diversity of the students we have at the Wren gives me satisfaction every day. No two days are the same but it is that variety that makes it so enjoyable' – **Heather, support staff.**

'The Wren is a particularly supportive environment with ample professional development opportunities. As an NQT and now RQT I feel incredibly invested-in and lucky to have been nurtured throughout the early stages of my career. I cannot imagine being surrounded by more passionate people than those at The Wren and I am grateful for the opportunity to continue to develop at this wonderful school' – **Sarah, teaching staff.**

'I have worked for the Wren for 6 years and have enjoyed becoming part of the Wren team. I still look forward to coming to work and feel a sense of belonging. My current job role is Office Manager, which entails dealing with parents/carers/students and teachers. Every day is different and you can always expect the unexpected. We work as a team and support each other. I would encourage anyone to come and work at The Wren' – **Lyn, support staff.**

# Professional Development (PD)

The culture to Professional Development at The Wren School is simply  
– *Better Never Stops*.

*We value your professional growth. We believe all staff come to work each day intended to do fulfil their role as effectively as they can, as a result we have a purposeful approach to professional development, driven by you, the professional, guiding your own development through bespoke PD pathways, personalised goals and considered whole staff programs.*

*Additionally, we believe that well-being is exceptionally important, as a result, with staff voice, we have combined all our briefings and meetings into **one meeting night only** for the vast majority of colleagues.*

This program includes a range of offers:

- 1. Weekly directed time training & meetings:** these take place on Monday's, **3.15pm-4.30pm**. The structure of these meetings is:
  - **Briefing** – key information for the week.
  - **Focus** – a sharp training item focused on our Academy Improvement Plan.
  - **Department collaboration** – the majority of directed time is spent in your department team, collaborating and developing expertise.
- 2. INSET training** usually centred around one core theme.
- 3. Induction:** we offer an extended series of induction sessions through our bespoke professional development package to help staff settle into life at The Wren.
- 4. Twilight training**, this is to replace two INSET days a year to allow staff additional days at home. These two days are replaced by nine 75-minute twilights, where staff opt into a series of sessions selected from a range of bespoke PD pathways. These pathways have been developed in collaboration with middle leaders and as a response to staff voice for a personalised approach to staff learning.
- 5. Restless Breakfasts:** an opportunity to be involved in a current, and topical, discussion with members of school staff. Of course, breakfast is provided. Colleagues are available to contribute session topics for discussion.
- 6. Bespoke Professional Development:** there is a vast and exceptional bespoke professional development package offered at The Wren which considers your personal development and potential onward career development should you wish to progress in role. This training is focused around five key attributes in role, which are:

Leadership	Thinking	Aspiration	Resilience	Knowledge
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Suggested activities and optional professional development sessions are provided through the Senior Leadership Team.
- 7. Coaching:** every member of staff has the option to have a coach from our group of *Better Never Stops Coaches*.
- 8. Research Groups:** we have two research groups which staff can become involved in, these groups support us to develop each area of the school in a collaboration and progressive manner, considering what a breadth of research informs us, alongside staff, student and family voice. These groups are based on Curriculum and Inspirational Classrooms & Behaviour.

PD JOURNAL

BETTER NEVER STOPS



## **Performance Development**

Excalibur, our Trust, have the right approach to performance management, where in fact the focus is performance development. All staff engage in a Professional Learning & Development Procedure (PLDP) which allows staff to centre goals focused on their professional growth. At The Wren we personalise this process through termly Better Never Stops conversations and we allow staff to work on one goal at a time or parallel goals, whichever they prefer. These conversations are focused upon the member of staff and their successes, barriers and goals for the onward year, or term. These conversations combine one-to-one conversations with collaborative triads, led by an Olevi trained coach from within our staff body. This works separately to performance management, which is based upon professional trust.

## **Early Careers Teachers**

As a school, we fully support the statutory guidance for induction. We work with the Swindon & Wiltshire Teaching School Hub & Ambition Institute to support our early career teachers through a package of localised and centralised training whilst working closely with our Appropriate Body – United Learning at Swindon & Wiltshire Teaching School Hub to ensure this provision is the best it can be. Our induction is rigorous and bespoke, ensuring the support of both an Induction Tutor and Mentor.

# Looking after our Team



## CULTURE

1. Our **CULTURE** is one of kindness, integrity and respect. We will challenge each other at every level to make decisions which, embody our core values and actively recognise & celebrate success.

2. We **TRUST** that staff will come to work every day in a professional and determined manner. As such our performance development approach is personal, colleague centred and self-driven.

3. We promote research driven practice and as a result will share our **RATIONALE** for any changes to policies, practices and procedures.

4. **PROFESSIONAL DEVELOPMENT** matters and we offer bespoke professional development to all colleagues.



## WELLBEING

1. Our **STAFF WELLNESS CENTRE** is a space entirely for you to relax and recuperate, unlike anything you will have seen before.

2. We have a **WELLBEING GROUP** who collaborate with leadership to ensure that wellbeing is both a priority and consideration.

3. We offer all staff a **WELLNESS DAY** once a year to spend as they wish.

4. Staff **MENTAL HEALTH** matters: our HR team can offer free counselling guidance should this be beneficial.

5. No one is expected to respond to **EMAILS** out of school hours. We publish a two working day response expectation to all members of our community.

6. Our wellbeing group consider systems which **PROMOTE** staff check in's, looking after each other and do fun stuff!



## COMMUNICATION

1. Our **COMMUNICATION POLICY** informs all community members of expected conduct and standards towards our staff.

2. **COMMUNICATION** channels are clear to all colleagues and our **SCHOOL CALENDAR** is accurate and accessible.

3. **STAFF VOICE** matters. It is sought through regular *Feedback Loops* surveys.

4. Staff are **CONSULTED** on critical change in the school and our active **RESEARCH GROUPS** promote the importance of staff input.



## SUPPORT

1. We are committed to create a **COHESIVE and SUPPORTIVE** community with the highest aspirations for all students.

2. We believe in **COLLABORATION** between staff, families and students with the goal of achieving the best possible outcomes.

3. We promote an **OPEN-DOOR** policy; this applies to classrooms and office doors. Sharing good practice, ideas and giving feedback is critical ensure each of us are the *best we can be*.

4. We **PUBLISH** 1265 and where staff are not directed to attend, e.g. at a parents evening (because they do not teach this group) then this can be considered, additional PPA and wellbeing time.



## CLASSROOM PRACTICE

1. There is no expectation to complete individual **LESSON PLANS**.

2. Our **FEEDBACK POLICY** encourages flexibility, freedom and professional judgement to positively influence workload.

3. We have open **DATA COLLECTION**, which means that high stakes assessment to inform a data collection point is actively discouraged.

*"The Wren will be a school where wellbeing is at the heart of our provision; where every single one of us is committed to our work and vision, balanced with time to enjoy life beyond The Wren."*

**At TWS it is our belief that...**

whilst staff are passionate and diligent in their work and expected to embody the mind-set of "Better Never Stops", this should never be at the expense of other important roles in their lives. Here at TWS, we appreciate that staff may also be a partner, parent, sibling and friend and they should never have to say "no" due to work.

## 2026-27 Job Description

**Job Title** Examinations Officer

**Report to** Vice Principal

**Hours** 30 hours per week, term-time only, plus two weeks during school holidays and 5 Inset days. Permanent contract.

**Salary/pay grade** The starting salary is £31,022 pa FTE with pay progression linked to the local government SCP salary scale 17-21 (actual starting salary £22,744pa).

**Start date** September 2026

The role offers flexible and hybrid working arrangements outside of examination periods, to be agreed on appointment. Due to the nature of the role, attendance on site is required throughout all examination seasons.

Our Examinations Officer is responsible for coordinating and overseeing all internal and exam series, working closely with key staff and leading the invigilation team to ensure that all assessments are organised efficiently and delivered to the highest standard. The role is pivotal in maintaining full compliance with JCQ regulations, implementing robust systems and processes, and safeguarding the integrity of examinations.

Through effective collaboration with colleagues, and meticulous organisation the Examinations Officer will help ensure a professional, and positive experience for all students and staff involved in the examinations process.

The Examinations Officer will be well supported in developing expertise within this important role. We are committed to investing in our staff, and each colleague is regularly given opportunities to develop their skills, knowledge and understanding to excel in their area of responsibility. Through ongoing professional development the Examinations Officer will be supported to build confidence, deepen their expertise and continually enhance their practice, reflecting our ethos that *Better Never Stops*.

### Key Responsibilities

#### Planning and Organisation

- Maintain a thorough understanding of the regulations and requirements governing all examinations and assessments delivered by the school, both internal and external.
- Ensure full compliance with all Joint Council for Qualifications (JCQ) and awarding body regulations, keeping abreast of updates and implementing changes as required.
- Manage the secure receipt, checking, storage, despatch and distribution of examination papers and confidential materials in accordance with regulatory requirements.
- Contribute to the development, implementation and review of examination-related policies, procedures and systems.
- Work closely with the SENDCo and other key staff to ensure that appropriate access arrangements and reasonable adjustments are in place and implemented for eligible students.
- Oversee the registration and entry of candidates for all examinations and assessments, ensuring accuracy and adherence to deadlines.
- Implement processes and liaise with Curriculum Leaders to gather correct entry information to internal deadlines implementing strategies to avoid late (or other penalty) fees
- Liaise with the finance team to ensure examination fees are processed and paid within required timescales.

## Exam Management

- Train, deploy and manage the invigilation team, ensuring high standards of professionalism and compliance at all times.
- Ensure all examination sessions are conducted in accordance with JCQ and awarding body regulations, maintaining the integrity and security of the examination process.
- Lead the planning and logistics of internal and external examination series, including timetabling, room allocation, resource preparation and staffing arrangements.
- Ensure students receive accurate examination information, including personalised timetables, and manage examination clashes in line with regulatory guidance and safeguarding procedures.
- Undertake all administrative tasks associated with the organisation and delivery of internal and external examinations.
- Respond effectively to any incidents, irregularities or emergencies arising during examination sessions, following JCQ and school procedures.
- Complete and submit all required documentation and reports to awarding organisations within specified deadlines.
- Support the analysis and dissemination of examination results, ensuring accurate records are maintained and communicated appropriately.
- Contribute to the continuous improvement of examination systems, processes and procedures to ensure efficient, compliant and student-centred delivery.
- Undertake any other duties commensurate with the grade and responsibilities of the post.

## Results and data management

- 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 work closely with the data manager to organise the restricted release of results and grade boundaries and the distribution of provisional statements of results in accordance with JCQ regulations and/or awarding body requirements.
- Effectively use internal and external IT systems to access and manage awarding body results information.
- Manage and process post-results services requests.
- Arrange receipt and distribution of examination certificates to candidates.
- Manage retention of results, including certificates, for the school's records.

## Safeguarding

- Work in line with statutory safeguarding guidance and the school's child protection and health and safety policies;
- Work with the designated safeguarding lead (DSL) to promote the best interests of students, including sharing concerns where necessary.
- Promote the safeguarding of all students in the school.

This list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Examinations Officer will carry out as outlined in JCQ guidance. The postholder may be required to undertake any professional duties or responsibilities as delegated by the Principal.

## Person Specification: Examinations Officer

The post holder will be able to demonstrate:

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
English and Maths GCSE (grade C or above) Educated to Level 3 or equivalent	X	
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Working in a school/college or administration environment	X	
Managing the administration of examinations		X
Working with confidential and/or sensitive materials		X
Managing other members of staff, such as invigilators		X
Managing time and workload to meet deadlines	X	
Using a management information system (MIS)	X	
Working with data sets	X	
Working with awarding bodies and regulatory organisations, e.g. JCQ		X
Complying with statutory regulations set by external bodies		X
<b>Skills and knowledge</b>		
High standard of communication (verbal and written)	X	
Polite and effective interpersonal skills	X	
Competent with common IT systems, e.g. Microsoft Office, MIS	X	
Data analysis	X	
Time management and planning	X	
Ability to work flexibly and quickly under pressure	X	
Ability to work across multiple projects and deadlines	X	
Ability to follow policies and procedures set by the school and external agencies	X	
<b>Work-related personal requirements</b>	<b>Essential</b>	<b>Desirable</b>
Organised	X	
Ability to keep calm under pressure	X	
Ability to work well in a team, and independently.	X	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	X	
Commitment to safeguarding and promoting the welfare of children and young people	X	

# Application Process

Applicants should apply through My New Term before the closing date, **9am on Monday 6<sup>th</sup> July 2026**.

Thank you for your interest in this position.

## Selection Procedure

Shortlisting will take place from 10am Monday 6<sup>th</sup> July 2026.

Interviews will take place on Monday 13<sup>th</sup> July.

Further details will be sent to chosen candidates called for interview.

## The Wren Safeguarding Statement

The Wren takes seriously its responsibility to protect and safeguard the welfare of the students in its care, because “the welfare of the child is paramount” (Children Act 1989).

The Child Protection and Safeguarding Policy recognises the significant role played by school staff in supporting vulnerable students. “Because of their day-to-day contact with individual children during the school terms, teachers and other school staff are particularly well placed to observe the outward signs of abuse, changes in behaviour or failure to develop” (Working Together under the Children Act 1989.)

This policy applies to all students, staff, governors, volunteers and visitors to The Wren, which recognises it is responsible for making referrals and not enquiries or investigations. All of the aforementioned people have a duty to report any safeguarding concerns to the school’s designated safeguarding lead.

## The Wren Equality & Diversity Statement

We are committed to equality of opportunity, promoting and celebrating the diversity of staff, students and the community we work with. The Wren values everyone’s contribution and ensures all have the opportunity to realise their potential in line with our #BetterNeverStops ethos. We welcome applications from talented people from all sections of the community who share our values and belief that all students, regardless of background, deserve a world-class education.



@wearethewren



@wrenschool

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