



The Latymer School

Founded 1624

CANDIDATE PACK



**Vacancy
Deadline**

Examinations Officer
Friday 20 March 2026





Welcome

Qui Patitur Vincit

Thank you for considering applying for the role of **Examinations Officer** at The Latymer School, North London. We are seeking an exceptional candidate who is keen to play a vital role in ensuring the smooth, efficient, delivery of all internal and external examinations. This is a key position within the school, supporting staff and students by maintaining the highest standards of accuracy and examination integrity, ultimately leading to excellent outcomes for our students.

As a selective state grammar school, our students achieve impressive outcomes placing us as one of the top state schools in the country for academic achievement. Our students progress to a range of competitive destinations, including a high number of students securing places at Oxbridge or on medical related courses. However, we are not solely academic, but are also driven by a desire to ensure we offer rich opportunities for personal development, including ones focused on building confident and considerate young people. Our school motto translates as 'Who endeavours win' which reflects our key values of hard work, dedication and grit. The successful candidate will have a firm grasp of how an established personal development and extracurricular programme can support academic success.

The Latymer School is a high achieving selective grammar school with a great tradition of success. We aim to provide a first class education for all students. In the academic year 2024/25 our GCSE results were outstanding, with 36.9% of students achieving a grade 9, 65.1% achieving level 9/8, and 84.4% achieving level 9/8/7. At A Level 30.7% of grades were A*, 65.1% were A*/ A, and 86% were A*/ B. As in previous years, the majority went on to attend the country's top universities, and a large number were successful in their applications to Oxford or Cambridge.

While we are committed to developing pupils' intellectual abilities and celebrating academic achievement. We want students to have a real thirst and love for learning so that they are well equipped for life after Latymer. However, the school prides itself on much more than its exam results. As our mission statement asserts, we aim to provide 'a first class liberal education', develop 'lively enquiring minds', and encourage students to 'achieve their full potential and show consideration for others'. Staff at Latymer foster an academic environment that takes students well beyond the classroom curriculum offering a wide array of exciting and worthwhile extra-curricular activities in areas such as music, drama, sport, and chess.

Although we expect applicants to demonstrate excellent subject knowledge, prospective applicants should not be daunted by working with high-ability students. We are an incredibly caring school and value our staff highly, as demonstrated through the excellent CPD and support we provide. If you would like to find out more about the school, we would be happy to arrange a visit prior to applying.

You will also be joining The Latymer School at an exciting time as we work towards completing the build of our new modern and impressive Library and Learning Resource Centre. Moreover, as we enter our 402nd year, we are extremely proud of our history and tradition, whilst also seeking to modernise and ensure every aspect of our school prepares our young people well for life in modern Britain.

We look forward to welcoming you to our inclusive community and receiving your application for the post.

Joseph Gilford, Headteacher.



The Role

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Role: Examination Officer

Start Date: From May/June 2026 (We may consider September 2026 for the right candidate)

Salary: SO1, Point 23 - 25 (£36,605 - £37,581) Outer London (actual salary pro rata)

Contract: Full Time, Permanent

Hours: 36 hours per week, Term Time Only plus 4 additional weeks (43 weeks per year) You must be available during certain periods within the 43 week contract, including those set annually by the DfE for the release of public examination results. This will include the final three weeks of August to support GCSE and A Level results and process priority appeals. You will also be required to work at least two Saturdays each year: one in September for the 11+ examinations and one in January for the Year 12 entrance tests. The remaining days within the 43-week period can be scheduled by the post holder as needed to carry out the responsibilities of the role.

We are seeking to appoint a highly organised, skilled and motivated Examinations Officer. While experience in a grammar school may be advantageous, it is not essential; however, the successful candidate will be committed to ensuring that all examination processes run smoothly, efficiently and in full compliance with awarding body regulations.

The Examinations Officer plays a vital role in supporting the school and demands a high level of understanding of examination management, through strong organisation, careful attention to detail and forward planning, you will oversee the administration and smooth running of all internal and external examinations. You will ensure processes are accurate, secure and completed within required timeframes. Working closely with senior leaders, teaching staff and external bodies, you will help maintain clear procedures and ensure examinations are delivered in line with regulations.

In addition, the Examinations Officer will lead and coordinate a team of Exam Invigilators during key exam periods and ensure accurate, timely communication with staff and students about all examination arrangements.

The successful candidate will have strong organisational and communication skills, be confident managing administrative systems, and remain calm and efficient during busy periods, helping to ensure that students are well supported throughout the examinations process.

This post would be suited for a candidate who may already have experience working within a school or examinations setting, or be looking to take the next step in your career in a dynamic and high-achieving environment.



Job Description

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This job description outlines the main responsibilities common to the role of an Examination Officer. However, duties may be reviewed and updated from time to time in consultation with the post holder to reflect the needs of the school.

Title of post	Examinations Officer
Reporting to	Member of Senior Leadership Team
Job Purpose	<p>The core purpose of the Examinations Officer is to ensure the smooth and efficient administration of all internal and external examinations, uphold the vision, ethos, and aims of The Latymer School, and provide a reliable, well-organised service that supports both students and staff. The role ensures that all examination processes are accurate, secure, and compliant with awarding body regulations, so that students are able to take their exams under the best possible conditions.</p> <p>The Examinations Officer serves as the main point of contact for the centre in all matters relating to the administration of awarding body examinations and assessments. The postholder will ensure that both external and internal exams run smoothly, securely, and in line with JCQ rules and awarding body requirements. This includes protecting the integrity of the exams, supporting senior leadership, and helping the school maintain its excellent reputation.</p>
Main Areas of Responsibility	<p>Examination Planning and Administration</p> <ul style="list-style-type: none">• Coordinate Year 7 entrance tests, including SEN arrangements, seating plans, and communications with candidates• Oversee the public examination timetable and ensure compliance with JCQ regulations• Manage examination entries, withdrawals, key deadlines, and sixth-form options submissions• Administer internal examinations (Key Stage 3 and Years 10–13), mock examinations, UCAS-related assessments, and Non-Exam Assessments (NEAs)• Coordinate A-Level and GCSE retakes, including forms, payments, and student liaison <p>Results and Post-Results Services</p> <ul style="list-style-type: none">• Organise results days and manage the release of accurate results• Handle post-results services, including priority Reviews of Marking (RoM), access to scripts, and review of marking requests



Job Description Continued...

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Main Areas of Responsibility

Access Arrangements and Special Considerations

- Liaise with the SENDCO to identify students requiring access arrangements.
- Implement special arrangements in line with JCQ regulations
- Handle applications for special considerations and support students to access exams fairly

Staff Management and Training

- Recruit, train, and coordinate exam invigilators, including safeguarding checks
- Supervise the Senior Invigilator and lead the invigilator team
- Liaise with staff supporting examinations, including reception, site, and IT teams, particularly the Admissions Officer and Sixth Form Administrator, to ensure exam conditions meet regulatory standards.

Systems, Data, and Compliance

- Maintain accurate examination records, perform data checks (e.g., A2C), and manage exam certificates
- Review and implement examination policies to ensure compliance with JCQ and awarding body regulations
- Monitor key deadlines to avoid unnecessary late or amendment fees
- Support the head of centre in preventing malpractice or maladministration

Stakeholder Liaison and Support

- Act as the main point of contact for internal and external stakeholders regarding exams administration
- Provide advice and guidance to the head of centre and senior leadership team on regulatory compliance and best practice
- Support contingency planning for examinations

Professional Development

- Undertake regular CPD, including JCQ updates, cyber security training, and other awarding body requirements
- Maintain up-to-date knowledge of JCQ regulations and examination best practices

Other Examination Duties

- Manage speaking test windows, AAO deadlines, and other exam-related tasks as required



Person Specification

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It is essential that your application includes evidence of your experience against the requirements of the person specification, and the interview process will be designed with a view to assessing this evidence.

Qualifications

- GCSEs (or equivalent) in English and Maths

Skills/Knowledge & Personal Qualities

- Strong organisational skills, able to manage exam schedules, deadlines, and multiple tasks efficiently
- Clear and professional communicator with staff, students, parents, and external exam boards
- Confident with Microsoft Office, MIS, and online exam systems
- Accurate and attentive with data, ensuring results and records are correct
- Calm under pressure, able to solve problems and make decisions quickly
- Flexible and adaptable during busy exam periods
- Able to work independently or as part of a team
- Maintains confidentiality and follows school policies and procedures

Experience

- Previous experience of working in a school setting or administration environment
- Experience of managing or coordinating a team
- Previous experience in an examinations-based role would be an advantage
- Managing the administration of examinations
- Working with confidential and/or sensitive materials
- Managing time and workload to meet deadlines
- Using a management information system (MIS)
- Working with data sets
- Working with awarding bodies and regulatory organisations, e.g. JCQ
- Complying with statutory regulations set by external bodies



Candidate Application

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To find out more about The Latymer School, please visit our website by clicking [here](#).

How to apply:

Please click on the [link](#) to create an account on MyNewTerm and submit your application.

We expect **interviews** to take place during the week commencing 13 April 2026. Applications will be considered upon receipt, and the vacancy may close early if a suitable candidate is appointed before the closing date. Early applications are therefore encouraged.

Closing date: 10 AM on Friday 20 March 2026.

If you have any questions, would like to discuss the role further, or wish to arrange a tour, please contact the PA to the Headteacher at (HeadteachersPA@latymer.co.uk) to schedule a call and date.

The Latymer School is committed to safeguarding and promoting the welfare of young people. We expect all staff to share this commitment. Any offer of employment is subject to a satisfactory 'Enhanced with a Barred List Check' through the Disclosure and Barring Service.

As part of our selection and appointment process, and in accordance with Keeping Children Safe in Education guidance, we are required to conduct online searches on all candidates in order to identify any incidents or concerns which are publicly available online. By submitting and signing your application, you acknowledge that such searches will be conducted as part of the selection and appointment process.

The Latymer School is an equal opportunities employer.