

# 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 (Plus 5.9 weeks paid annual leave)

8:00am to 4:00pm

Grade: SO1 Spinal point 23-25. Actual salary £32,942-£33,820

### **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).

### **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. Raftery, please feel free to contact his PA Ms Jones. 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 programmes provided through the [Spark](#) and [Medicash](#) organisations. This includes access 24 hours a day to a GP helpline, physiotherapy, optical support, dental treatment, and access to a counselling service.

The Royal Liberty 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 and Barring Service (DBS) check (with children's barred list check)

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."

The Trust's January 2026 Staff Survey results confirm it is a great, safe, and supportive place to work. Staff are significantly more likely to recommend the Trust as a good employer compared to the national benchmark. This positive sentiment is consistent throughout, with general job satisfaction and communication outcomes also being substantially higher than the national benchmark.

The Trust is a Disability Confident Committed employer and we welcome applications from the whole community. All applications for flexible working will be accommodated if operationally feasible.

Further details can be downloaded from our website [www.royalliberty.co.uk](http://www.royalliberty.co.uk) or Ms C Jones, [cjones@royalliberty.co.uk](mailto:cjones@royalliberty.co.uk).

**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.*

**\*Previous applicants need not apply.**

Closing Date: 3rd July 2026 (9am)  
Applications can be received by email to [HR@sfaet.co.uk](mailto:HR@sfaet.co.uk) or post  
Interviews will take place on w/c 6th July 2026



