



Exams Officer

Job Description and Person Specification

Contract Type:	Permanent
Salary:	Support PayScale S25-S28 £34,174 to 36,898
School:	Haberdashers' Hatcham College
Location:	Lewisham
Hours per week:	35
Accountable to:	SENDCo

Job Purpose

We are seeking a highly organised and detail-oriented Exams Officer to take ownership of all aspects of internal and external examinations within the school. This is a critical position that ensures the integrity, fairness, and smooth operation of the examination process for our students. The postholder will work closely with senior leaders, heads of department, and the wider Trust to uphold the highest standards of exam administration and compliance.

As the Exams Officer, you will be responsible for managing exam entries, producing timetables, securing and distributing exam materials, arranging invigilators, and ensuring that all regulatory and awarding body requirements are fully met. You will also coordinate the logistics around exam days and oversee the secure and accurate distribution of results to students.

This role demands a proactive and flexible individual who can manage multiple priorities under pressure while maintaining exceptional accuracy. You will play a pivotal role in supporting student success, ensuring that examinations are delivered in a calm, structured, and supportive environment.

Key Responsibilities of role

Examinations (end-to-end ownership)

- Manage entries, amendments and withdrawals, liaising with awarding bodies and ensuring deadlines are met
- Produce and communicate exam timetables, seating plans and key exam-day information to staff and students
- Oversee exam-day delivery: rooming, materials, invigilation, and calm resolution of clashes in line with regulations
- Ensure **secure storage and handling** of question papers and confidential materials, including checks on delivery

- Liaise with examination boards to ensure accurate and timely submission of entry information in line with awarding body deadlines.
- Collaborate with staff, particularly heads of department, to confirm and process examination entries for all relevant qualifications.
- Communicate and distribute all relevant examination board updates and information to staff, students, and parents/carers as required.
- Work closely with the Inclusion Manager to ensure that access arrangements and appropriate support are in place for students with Special Educational Needs (SEN).
- Oversee the day-to-day running of all external examinations, ensuring examination materials are correctly prepared and exam rooms are set up in full compliance with JCQ regulations.
- Coordinate with site supervisors and subject leaders to ensure exam venues are organised and resourced effectively.
- Manage the secure storage and handling of examination materials, including question papers and stationery, in line with awarding body requirements.
- Provide clear, detailed examination timetables to students and staff, including dates, times, venues, and candidate lists.
- Identify and resolve any timetable clashes for students in accordance with examination regulations.
- Brief candidates thoroughly on examination rules and expectations, and issue clear written guidance to both students and staff.
- Ensure all candidates are aware of their individual examination timetables.
- Collect, package, and despatch completed examination scripts in accordance with the required procedures and timelines.
- Ensure that invigilation requirements are fully met, including the recruitment, training, and ongoing briefing of invigilators.
- Be present and available on key results days to manage the receipt of results via EDI and oversee their accurate and timely distribution to students.
- Coordinate the distribution and verification of examination certificates.
- Manage post-results services including enquiries about results, access to scripts, and processing of appeals in line with awarding body procedures.
- Track and facilitate payment of fees for resits or other exam-related costs from candidates or departments where applicable.
- Administer baseline assessments such as CAT4 (Cognitive Abilities Test) and NGRT (New Group Reading Test) at the start of the academic year.

Timetabling

- Create, maintain, and distribute staff and student timetables at key points throughout the academic year
- Make amendments to timetables when necessary and ensure all updates are communicated promptly to relevant stakeholders.

General

- To work within the school's framework with regards to Health and Safety.

- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children.
- To report any Safeguarding concerns in accordance with Trust's Safeguarding Policy
- To undertake any duties as may reasonably be required by the Executive Principal or Leadership Team
- To promote equal opportunities in the Academy and support the wider Trust EDI (Equality, Diversity & Inclusion) policy
- To actively promote the aims and ethos of the Trust
- To support the Trust's commitment to the continued professional learning of all staff
- To undertake any additional duties as may reasonably be required by the CEO or Principal
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Academy's safeguarding policies

Person Specification

	Essential Criteria	Desirable Criteria	Method of Assessment: Application (A) Interview (I) Assessment (AS) References (R)
Education & Qualifications	<ul style="list-style-type: none"> Educated to A Level (or equivalent) Excellent written and communication skills An Enhanced DBS (we will apply for this for you) 		<p>A, I, AS, R</p> <p>A, I, AS, R</p> <p>A, I, AS, R</p>
Knowledge & Experience	<ul style="list-style-type: none"> Strong attention to detail, especially when handling confidential data, entries, results, and exam scheduling. Excellent organisational and time management skills, with the ability to manage multiple priorities and work to strict deadlines. Thorough understanding of JCQ regulations and awarding body requirements for the administration of external and internal examinations Competence in using Management Information Systems (e.g. Arbor) and Microsoft Office, particularly Excel, for data handling, timetabling, and reporting Experience in coordinating and administering internal and external examinations within a school or educational setting. Proven track record of working with awarding bodies, ensuring compliance with all relevant examination regulations and deadlines. Experience in managing exam logistics, including timetabling, candidate entries, invigilator coordination, and secure handling of exam materials. 	<ul style="list-style-type: none"> An interest in working within a Multi-Academy Trust setting Previous experience as an Exams Officer Familiarity with Microsoft Power BI or similar data visualisation tools, with an interest in developing reporting and analytical capabilities. Understanding of access arrangements and SEN requirements in the context of examinations, including experience working alongside inclusion or SEND teams. 	<p>A, I, AS, R</p> <p>A, I, AS, R</p> <p>A, I, AS, R</p> <p>A, I, AS, R</p> <p>A, I, AS, R</p> <p>A, I, AS, R</p> <p>A, I, AS, R</p> <p>A, I, AS, R</p>

Personal Qualities	• Clear commitment and understanding of the Trust ethos, vision and values and an ability to uphold them		A, I, AS, R
	• Belief in equality and opportunity for all, ensuring that all staff feel included and listened to		A, I, AS, R
	• Ability to establish and articulate a clear vision in an engaging way		A, I, AS, R
	• Determination and resilience		
	• High level of interpersonal and communication skills and the ability to build relationships and influence at all levels – engaging with a range of stakeholders successfully		A, I, AS, R A, I, AS, R
	• Commitment to collaborative working		A, I, AS, R
	• High expectations of achievement, conduct and behaviour and a willingness to address situations where these fall short		A, I, AS, R
	• Commitment to safeguarding and promoting the welfare of children and young people		A, I, AS, R

Staff Development

We value our people. Professional learning is central to our success, and as a new employee, you will receive support from the Senior Directors of People and Professional Learning, alongside your line manager, to help you reach your full potential.

'Our People Strategy is key to our success and integral to this is our commitment to equity, equality, diversity, and inclusion. Bringing this to life is the responsibility of every member of staff. We take seriously any behaviour which undermines it. Anyone applying to work with us, should share this commitment.'

We have an extensive professional learning calendar with widespread opportunities for colleagues at all stages of their career. There are other significant benefits of working here, not least a two-week October half term and the opportunity to work with colleagues across the Trust. We actively encourage applicants from underrepresented groups.