

Job Title: Exams Officer

Salary: H8 (37 hours per week, Mon-Fri, Term time only + Inset + 2 weeks required during exams results dates)

School: Robert Barclay Academy

Aim and main purpose of the job

To manage and deliver all examinations efficiently and compliantly, ensuring a smooth process that supports every student to achieve their best outcomes.

	Essential	Desirable
Knowledge and Understanding		
• Understanding of confidentiality and data protection requirements	✓	
• Awareness of examinations processes or experience in a similar	✓	
• Understanding of school systems and data management (e.g. SIMS)		✓
• Knowledge of examination board regulations and compliance requirements		✓
• Understanding of access arrangements and inclusive examination practices		✓
• Awareness of safeguarding responsibilities within a school setting		✓
Skills, Qualifications and training		
• Relevant administrative or IT qualification	✓	
• Willingness to undertake training related to examinations and data systems	✓	
• Training in data protection or GDPR		✓
• Safeguarding training (or willingness to complete)	✓	
• Excellent organisational skills	✓	
• Excellent ICT skills	✓	
• Clear evidence of leadership		✓
Attributes		
• Excellent record of attendance	✓	
• Ability to work well in a team	✓	
• Ability to remain calm and effective under pressure	✓	
• Ability to think originally and creatively	✓	
• Positive attitude	✓	
• Energetic and enthusiastic	✓	
• Warmth and sensitivity	✓	
• Excellent rapport with students	✓	
• High level of integrity and professionalism	✓	
• Flexibility and adaptability in a busy school environment	✓	
• Commitment to the School and the students we serve	✓	
• Resilient with a positive and solution-focused attitude	✓	