



PARMITER'S SCHOOL

founded 1681

Co-educational Academy

Roll: 1497, including 418 in academic Sixth Form

Examinations Administrator

25 hours a week (Term time plus 2 weeks in mid-August)

Start date: November 2026

Salary Grade H4, £27,926 (including London Fringe Allowance)

+ Local Government Pension Scheme

Actual Starting Salary £16,973

Working closely with our Examinations Manager, the Examinations Administrator will provide high-quality administrative and operational support, playing a crucial part in the planning, logistics and delivery of both internal and external public examinations.

The ideal candidate will have strong organisational and IT skills with a keen eye for detail. They will be able to demonstrate excellent communication and administrative skills. The ability to work calmly, professionally and efficiently under pressure is essential.

During the peak examination period in May and June, the role ideally requires an adjustment to working hours to include an early start, between 7:00 and 7:30 am, to prepare for the day's examinations. Availability in mid-August to assist with the administration of A-level and GCSE results is also required.

In exchange for flexible working during peak times, the school can offer flexibility in the working schedule during the year.

Experience of working in a similar role or in an education setting would be advantageous but is not essential. Candidates are welcome to contact admin@parmiters.herts.sch.uk to arrange an informal discussion about the role or to visit the school before application.

Ofsted (2024) commented, "Pupils' enthusiasm and excitement towards their learning is evident...Pupils' conduct and manners are exemplary... It is common practice to hold doors open for others and behave in a friendly, courteous manner. ... Staff are extremely positive about the support they receive from leaders, particularly around their professional development and well-being".

We can offer:

- A competitive salary with London fringe allowance and Local Government Pension Scheme.
- Staff well-being initiatives include an online GP service, an Employee Assistance Programme, and subsidised use of on-site electric vehicle charging.
- Complimentary use of a new on-site fitness suite.
- An admission policy prioritising the children of staff (conditions apply).

Please apply via My New Term. Closing date 10am Wednesday, September 16th.

Parmiter's School is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. Applicants must declare any criminal convictions as the post is exempt under the Rehabilitation of Offenders Act 1974. Appointments will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service and references from previous employers. We are required to conduct online searches for shortlisted candidates in accordance with the Keeping Children Safe in Education guidance in order to identify any incidents or concerns which are publicly available online. We are an Equal Opportunities employer.