
FOR SEPTEMBER 2026

EXAMINATIONS OFFICER



Applications should be submitted no later than noon on
Friday 24 April 2026 through the MyNewTerm application portal.



ST ALBANS
SCHOOL



A WELCOME FROM THE HEADMASTER

I am delighted that you are considering applying to join the staff at St Albans School.

Founded in 948 AD, St Albans School is one of the oldest schools in the country, with a rich heritage of academic excellence and innovation. While proud of our long history, we are a forward-looking school that prepares young people to thrive in a rapidly changing world.

Our pupils are intellectually curious, enthusiastic, and ambitious and we aim to foster in them not only academic success but also a lifelong love of learning. At the heart of our approach is the belief that passionate, knowledgeable teaching inspires pupils to explore subjects in depth, think independently, and achieve their best.

Beyond the classroom, life at St Albans School is vibrant and full of opportunity. We offer a wide-ranging and inclusive co-curricular programme, with activities spanning music, sport, drama, debating, CCF, outdoor education, academic societies, and much more. This breadth is central to the all-round education we provide, helping pupils develop confidence, resilience, and a strong sense of community.

Our pastoral care is a cornerstone of school life. We want every pupil to feel known, supported and encouraged to be themselves. We work hard to create a positive, inclusive environment where young people feel safe to take risks, learn from setbacks, and grow into thoughtful, compassionate individuals.

We also recognise that great schools depend on great staff. We are committed to supporting the professional growth and wellbeing of our colleagues. Whether through our robust programme of professional development, opportunities for career progression, or our supportive and collegial atmosphere, we aim to ensure that our staff feel valued and thrive as part of the St Albans School community.

If you are excited by the idea of joining a school that combines high academic standards with a deep commitment to developing the whole person, then I warmly encourage you to apply.

We look forward to welcoming you to St Albans School.

Joe Silvester
Headmaster



CULTURE OF THE SCHOOL

St Albans School is a community rooted in over a thousand years of tradition, yet forward-looking in its ambition. Located in the heart of a historic city, we are very much of the community we serve, not apart from it. Guided by our motto, Non Nobis Nati - "Born Not For Ourselves" - and our School Values, we encourage pupils to look beyond themselves and contribute positively to the wider world.

Pupils and staff experience a welcoming, friendly and cohesive atmosphere where newcomers quickly feel part of the community; we not only welcome diversity but actively embrace it.

Classrooms are safe and supportive spaces that foster curiosity, risk-taking and intellectual challenge. Pedagogy is rooted in research, with the School among the first nationally to be awarded the coveted Chartered College of Teaching Research Mark Plus status. Teachers are responsive to the needs of each individual and nurture both academic potential and personal growth, equipping pupils with the skills and confidence they need for life beyond the school.

Pastoral care is a defining strength of the School. All staff are trained in safeguarding and contribute to pupil wellbeing. Our pastoral care builds confidence and resilience, supported by tutors, Heads of Section, Sixth Form prefects and a large safeguarding team. Additional provision is made by our School Nurses, Mental Health Support Mentors, and Counsellor, ensuring that every pupil is well known, supported and encouraged to thrive.

The School offers a distinctive co-curricular breadth, with 200+ clubs and activities, including a wide sporting programme, vibrant performing arts, and leadership and service

opportunities through CCF and DofE. These experiences enable pupils to develop essential skills such as teamwork, leadership, creativity, resilience and empathy.

We are proud of our strong commitment to the community. Pupils engage in meaningful partnerships with local schools and care settings, and support charitable causes through fundraising and service projects, helping them to understand their responsibilities within both local and global contexts.

Looking ahead, we are excited to welcome our first cohort of girls into Year 7 in September 2026, ensuring that inclusion and community remain at the heart of all that we do.







THE ROLE

The Examinations Officer is responsible for the efficient administration, organisation, and delivery of all external public examinations within the School. The postholder ensures that all examination processes are conducted accurately, securely, and in full compliance with the regulations of awarding bodies and the Joint Council for Qualifications (JCQ).

The role is central to maintaining the integrity of the School's assessment and examination procedures, providing specialist administrative support to staff and pupils throughout the examination cycle and ensuring that all examination arrangements operate smoothly and effectively.

KEY RESPONSIBILITIES

Public Examinations Administration

- Manage the complete examination cycle for all public examinations (including GCSE, A Level, or equivalent), from candidate entry through to results and post-results services.
- Ensure that all examinations are administered in accordance with the regulations and requirements of the Joint Council for Qualifications (JCQ) and relevant awarding bodies.
- Coordinate the accurate entry of candidates for examinations, ensuring entries are submitted correctly and within required deadlines.
- Liaise with examination boards and awarding bodies regarding entries, amendments, withdrawals, timetable clashes, and regulatory updates.
- Maintain secure and confidential records relating to candidate entries, examination materials, and results data.
- Receive, check, securely store, and distribute confidential examination papers and materials in accordance with examination board regulations.
- Maintain up-to-date examination documentation, policies, and procedures in line with national requirements.

Examination Planning and Logistics

- Prepare and publish examination timetables for all public examinations.

- Coordinate the allocation and preparation of examination venues to ensure appropriate examination conditions are maintained.
- Recruit, train, and schedule invigilators for examination sessions, ensuring adequate staffing for all venues.
- Provide invigilators with clear guidance, instructions, and documentation to ensure examinations are conducted professionally and consistently.
- Ensure examination rooms, materials, and candidate arrangements meet all regulatory requirements.
- Manage arrangements for candidates with timetable clashes, modified papers, or other special examination requirements.
- Monitor and administer the examination budget, including forecasting and tracking costs associated with examination entries, late entry fees, invigilation staffing, access arrangements, and examination materials.

Access Arrangements and Special Consideration

- Work closely with the Head of Learning Support (SENDCo) and Learning Support staff to coordinate examination access arrangements for eligible pupils.
- Ensure approved access arrangements are correctly implemented during examinations in accordance with JCQ regulations.
- Maintain accurate records and documentation relating to access arrangements.
- Work with the person i/c of Special Considerations to submit applications for special consideration to examination boards where appropriate.
- Ensure examination provision supports the needs of pupils while maintaining regulatory compliance.



Results and Post-Results Services

- Coordinate the secure receipt, checking, and distribution of examination results.
- Support the organisation and administration of results days for pupils and staff.
- Prepare candidate statements of results and ensure results are communicated accurately and confidentially.
- Administer post-results services including reviews of marking, clerical checks, and appeals in accordance with examination board procedures.
- Produce examination data summaries and reports to support departmental and whole-school review of examination performance.
- Assist the Deputy Head Academic and senior leaders in the preparation of examination statistics and analysis.

Internal Mock Examinations

- Coordinate the invigilation arrangements for the Fifth Form and Upper Sixth mock examination periods.
- Work in collaboration with the Deputy Exams Officer regarding the timetable and organisational arrangements for these mock examinations.
- Recruit, schedule, and manage invigilators for mock examination sessions.
- Provide invigilators with appropriate instructions and guidance to ensure examinations are conducted in a consistent and professional manner.
- Ensure that appropriate examination conditions are maintained during mock examinations.
- Assist with the secure handling and organisation of mock examination materials where required.

Compliance, Inspection and Examination Security

- Ensure the School remains fully compliant with JCQ and awarding body regulations relating to the administration of examinations.
- Maintain secure storage arrangements for confidential examination materials and ensure access is appropriately controlled.
- Prepare documentation and evidence required for any JCQ inspection or regulatory review.
- Implement and maintain examination contingency plans to ensure continuity in the event of disruption or unforeseen circumstances.
- Monitor regulatory updates from examination boards and implement procedural changes as required.

- Maintain accurate examination records in accordance with data protection and regulatory requirements.

Communication and Support

- Act as the School's central point of contact for examination-related matters.
- Provide guidance and support to pupils, parents, and staff regarding examination procedures, timetables, and regulations.
- Work closely with Heads of Department and teaching staff to ensure examination entries are accurate and submitted on time.
- Maintain clear communication with examination boards, regulatory bodies, and other external organisations.
- Support staff in understanding examination procedures and regulatory requirements where necessary.

General Responsibilities

- Work collaboratively with colleagues across the School to support the effective delivery of examination and assessment processes.
- Maintain high standards of accuracy, professionalism, and confidentiality in all aspects of the role.
- Undertake other reasonable duties as reasonably required by the Deputy Head Academic or Senior Leadership Team in line with the needs of the School.

KNOWLEDGE/SKILLS/ABILITIES

Essential

- Strong administrative experience requiring high levels of accuracy, organisation, and attention to detail.
- Excellent organisational and time-management skills with the ability to manage multiple deadlines simultaneously.
- Ability to interpret and implement complex regulations and procedures.
- Excellent written and verbal communication skills.
- High level of discretion and professionalism when handling confidential information.
- Ability to work methodically and maintain accuracy under pressure, particularly during busy examination periods.
- Strong IT skills, including confident use of Microsoft Office applications (particularly Excel, Word, and Outlook).
- Strong interpersonal skills with the ability to work collaboratively with teaching and administrative colleagues.

- A proactive and solution-focused approach to problem-solving.
- Reliable, organised, and able to work independently with minimal supervision.

Desirable

- Previous experience working as an Examinations Officer or within examinations administration in a school or college environment.
- Familiarity with Joint Council for Qualifications (JCQ) regulations and examination board procedures.
- Experience using school Management Information Systems.
- Experience coordinating invigilators or administrative teams.
- Experience supporting examination data analysis or reporting processes.

Safeguarding Children

The appointee's responsibility for promoting and safeguarding the welfare of children and young persons for whom they come into contact will be to always adhere to and ensure compliance with the School's Safeguarding Policy and procedures. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the School they must report any concerns to the Headmaster or the Designated Safeguarding Lead (DSL).



STAFF BENEFITS

We believe that our staff are our greatest asset. We are proud to offer a generous and thoughtfully designed package of benefits to support your professional growth, wellbeing, and work-life balance.

Pension: A contributory pension scheme operated by the Pensions Trust. Details of which include a 6% employer contribution rate and a 3% employee contribution rate. There is the option to increase contributions and the School will contribute double the employee contribution up to a maximum of 11%.

Life Assurance: Four times annual salary.

Free On-Site Parking: Parking is provided at no cost to staff, with availability in the evenings and weekends too.

Complimentary Lunches: A free daily hot lunch is provided during term time for staff working over the lunch period, including vegetarian options, bistro-style dishes, homemade soups and a fresh salad bar.

Professional Development: Staff benefit from extensive professional development opportunities.

Fee Remission: Full-time staff receive a remission of two-thirds of school fees for children educated at the School. This provision is subject to the availability of places and to the satisfying of the School's usual entry criteria.

Health Care: Staff have access to Benenden Health Care who support employee physical, mental and financial health needs including 24/7 counselling and support helpline; 24/7 access to a GP; and discounted Health Assessments.

Cycle to Work Scheme: Through Cyclescheme, staff can purchase a bike or e-bike through salary sacrifice, saving up to 42%, depending on your tax band.

Salary Extras: All staff have access to Salary Extras, our online benefits platform, offering:

- Discounts on shopping, restaurants and leisure
- Health and wellbeing programmes
- An Employee Assistance Programme
- Financial advice and guidance
- Spread-the-cost schemes for technology and motor maintenance

Staff Accident Insurance: Claim money back for certain injuries or accidents occurring in and out of the workplace.

Counselling Support: Our on-site School Counsellor is available to staff (when not fully booked by pupils) for confidential mental health and emotional wellbeing support.

Annual Flu Vaccination: For staff not eligible for the NHS flu vaccination programme, the School offers free flu vaccinations every Autumn term.

Sports and Leisure Facilities: Enjoy full access to our excellent facilities, including:

- The fitness suite before/after school and on weekends
- The swimming pool (twice weekly and on weekends during term time; extended access in holidays)
- The Sports Hall, available for private use

Library Access: Staff can use our well-stocked School Library, offering a wide selection of fiction, non-fiction, academic resources, and online materials.





EQUITY, DIVERSITY AND INCLUSIVITY

St Albans School is committed to promoting equity, diversity and inclusion through the creation of an environment in which individuals have the opportunity to thrive and be valued for what makes them unique. We are committed to work to eradicate discrimination and prejudice, reduce barriers to learning and promote participation for all, responding to and embracing the diversity of our pupils, parents, staff, governors and volunteers.

The School recognises the benefits of having a diverse and representative school community who value one another and the contributions everyone is able to make. We celebrate difference and we provide opportunities to share perspectives and support one another.

We are members of the Schools Inclusion Alliance and strive to uphold the stated standards. The School is committed to the principle of inclusion and opposes any and all discrimination, including that defined in the 2010 Equality Act based upon age, sex, marriage and civil partnership, gender reassignment, race (including colour, nationality, cultural, ethnic or national origins), SEN and disability, sexual orientation, religion or belief, pregnancy and maternity status. The School will take all reasonable steps within its power to ensure that members of the school community are treated fairly and have the opportunity to participate in achieving their full potential, with additional support provided where appropriate.

All members of the community are responsible for supporting an inclusive environment and there is a designated EDI lead as well as a Governance Committee. Regular training on EDI is provided for staff to ensure they fully understand, and can facilitate and support, the School's ethos and aims for EDI.

Our pupils are taught across the curriculum and co-curriculum to respect themselves and others in a tolerant, understanding and multi-cultural community. The academic curriculum is regularly reviewed to ensure it is reflective of the cultures and backgrounds of our pupils. We have a programme of diversity events and a range of societies and forums to provide support, share experiences and enable pupil voice. Through the development of skills and values, embodied in our motto 'Non Nobis Nati' (Born not for Ourselves), we empower young people to live lives which will contribute positively to the benefit of wider society.



FURTHER INFORMATION

This vacancy is for a full-time Examinations Officer.

The Examinations Officer is responsible for the efficient administration, organisation, and delivery of all external public examinations within the School, ensuring full compliance with Joint Council for Qualifications (JCQ) and awarding body regulations. This key role supports the integrity of examination processes and ensures the smooth running of all examination arrangements.

Duties include managing the full examination cycle from entries to results and post-results services, liaising with examination boards, preparing timetables and coordinating venues and invigilators, maintaining secure handling of examination materials, supporting access arrangements and special consideration processes, and assisting with the collation and analysis of examination data. The role also involves acting as the main point of contact for examination-related queries and supporting internal mock examinations.

The ideal candidate will have strong administrative experience, ideally within a school or college examinations environment. A high level of IT competence is required, particularly in Microsoft Excel and school MIS systems. Excellent organisational skills, attention to detail, and the ability to manage multiple deadlines are essential, as is discretion when handling confidential information.

St Albans School is committed to securing equality of opportunity through the creation of an environment in which individuals are treated on the sole basis of their

relevant skills and abilities. The School recognises the benefits of having a diverse community of staff and pupils who value one another and the different contributions everyone can make. All policies and practices conform to the principle of equal opportunities including recruitment, selection, training, promotion and career development. Staff are selected according to their suitability for the post, irrespective of background or protected characteristic.

Weekly hours are 37.5 during term time plus 5 weeks during School holidays. Some flexibility with daily starting and finishing times is required to fulfil the requirements of the role.

St Albans School is committed to safeguarding young people and promoting the welfare of children. Applicants must be willing to undergo child protection screening and safer recruitment checks appropriate to the post, including checks with past employers and the Disclosure and Barring Service. All positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Applications should be submitted no later than noon on Friday 24 April 2026 through the MyNewTerm application portal available here:

www.st-albans.herts.sch.uk/information/vacancies/

The School reserves the right to make an appointment before the closing date, so early applications are encouraged.

