



FRANCIS HOLLAND REGENT'S PARK

ASSISTANT EXAMINATIONS OFFICER AND
COVER ASSISTANT
FULL-TIME | TERM TIME PLUS 4 WEEKS
START DATE: FEBRUARY 2026
FTE SALARY: CIRCA £35,887



GENERAL INFORMATION

Francis Holland Regent's Park, founded in 1878 by the Reverend Canon Francis Holland, is an academically selective independent day school for girls aged 11-18, and is located in the heart of London. It is one of three schools within the Francis Holland Schools Trust. While each school maintains its own distinctive character and identity, they are united by a common purpose: to safeguard the wellbeing of young people, nurture their potential, build resilience, and support them in becoming fulfilled individuals who make a positive impact in an ever-changing, interconnected world.

Francis Holland Regent's Park central location makes the school easily accessible. Pupils commute from across the city, supported by excellent public transport links, including numerous bus routes and proximity to Baker Street station. Whilst space in central London is limited, the school is fortunate to have Regent's Park right at the doorstep where pupils make daily use of its outstanding outdoor facilities for both sport and leisure.

While Francis Holland Regent's Park is a Church of England School, we warmly welcome pupils of all faiths and backgrounds. Every year group reflects this inclusivity, with a wide range of beliefs represented across the school community.

Entry to the school is competitive and pupils are selected via entrance examinations and interview at 11+ or 16+. Pupils achieve exceptionally good results in examinations at GCSE and A Level, and progress to some of the best universities in the UK, as well as to top global institutions such as those in the US. The School offers means-tested bursaries, up to 100% of fees, with Academic, Art, Music and Sport scholarships awarded upon application.

Moreover, the school offers a plethora of co-curricular activities, with over 90 clubs and societies running before school, at lunchtimes and after school. Music, drama and sport are particularly strong. Community voluntary work and charitable activities are enthusiastically supported by staff and pupils. Achievement beyond academic success is regarded as essential for our pupils and all teachers are expected to contribute fully to co-curricular activities.

The Trust places great emphasis on the professional development of its staff body through CPD programmes, INSET training, and opportunities for upskilling and development into leadership roles. Staff who work within the Trust enjoy a significant range of benefits including:

- Wellbeing Scheme (WellHub)
- Cycle to Work Scheme
- Life Cover
- Free school lunch during term time
- Interest free travel and computer purchased loans
- A vast range of retail and entertainment discounts
- Enhanced Maternity Pay
- 50% fee remission for own daughters
- Outstanding professional development opportunities
- The Trust offers a Stakeholder Pension Scheme with generous employer contributions

Further information about our benefits package is available in the booklet accompanying this job application pack.

ROLE OVERVIEW

The Assistant Examinations Officer and Cover Assistant plays a vital role in supporting the Examinations Officer to ensure the smooth, accurate, and secure administration of all internal and external exams throughout the academic year. They will also need to deputise for the Examinations Officer in their absence. This position requires strong attention to detail, organisational skills, and a commitment to upholding the integrity of the school's examinations process. The successful candidate will also play a pivotal role in the cover arrangements for the school, working closely with the Cover and Supply Administrator. The position is permanent and expected to start from February 2026.

The main duties required of this role include the following:

1. Administration of Internal and External Examinations

- Assist with the organisation, preparation and delivery of all examinations (A Level, AS Level, GCSE/iGCSE, STEP, Oxbridge assessments, CEM testing, mocks, and internal end-of-year exams).
- Use the school's management information system (MIS) and examination board portals to prepare entries accurately and on time.
- Support the accuracy of candidate details, entry checks, and maintenance of candidate numbers, ULNs and UPNs.
- Produce seating plans, registers, rooming lists and personalised timetables.
- Assist with resolving exam timetable clashes.

2. Compliance and JCQ Regulations

- Maintain a working knowledge of JCQ regulations and contribute to ensuring annual compliance across all exam processes.
- Help ensure the secure storage of exam papers and confidential materials, reporting any issues immediately to the Examinations Officer.
- Support the Examinations Officer in training invigilators and staff on JCQ requirements.
- Assist in identifying and reporting any suspected malpractice or irregularities.

3. Access Arrangements

- Work with the Learning Enhancement Department to collect evidence and accurately submit access arrangement applications.
- Assist in organising rooming and invigilation for candidates requiring special arrangements (e.g. separate rooms, readers, scribes, word processors).

4. Invigilation Management

- Support the allocation, scheduling and communication of exam invigilators.
- Act as a Lead Invigilator when required and ensure procedures are followed correctly.
- Assist in the recruitment, onboarding and training of new invigilators where appropriate.

- Oversee the invigilation for all internal examinations, including mocks and end of year examinations.

5. Daily Examination Operations

- Support the daily setup of exam rooms, ensuring:
 - Exam identity cards, papers and materials are correctly laid out
 - Signage, clocks, spacing and JCQ-compliant displays are in place
 - Materials and equipment (e.g. calculators, spare stationery) are available
- Assist with the distribution, collection, reconciliation and secure dispatch of examination papers.
- Support procedures for late or absent candidates and emergencies, including evacuation protocols.
- To deputise for the Examinations Officer in their absence.

6. Results and Post-Results Services

- Assist with downloading and importing results into the MIS.
- Support production of grade slips, subject breakdowns, and data for staff and senior leaders.
- Help manage post-results services including Access to Scripts, Reviews of Results and candidate consent forms.
- Support communication with UCAS, subject staff and students regarding results queries.

7. Communication and Customer Service

- Respond to queries from students, parents and staff, including managing the Exams email account.
- Assist in preparing and distributing exam information, student guidance documents, notices and updates.
- Help maintain accurate exam information on SharePoint.

8. General Administrative Duties

- Maintain stocks of examination stationery and equipment, undertaking regular inventory checks.
- Support filing, archiving and general administrative work related to the Exams Office.
- Assist with broader administrative tasks, including cover and attendance, during periods that are not peak exam periods. These include: arrangement of the invigilation timetable for internal examinations, providing cover for lessons and activities as required, working closely with the Cover Administrator, deputising for them as required.

PERSON SPECIFICATION

Essential Qualities & Skills

- Attention to Detail: Ability to maintain high levels of accuracy in data entry, exam documentation, and compliance processes.
- Organisational Skills: Strong ability to prioritise tasks, manage deadlines, and work efficiently during peak exam periods.

- Confidentiality and Integrity: Commitment to handling sensitive information securely and in line with JCQ regulations.
- IT Proficiency: Competent in using IT, Microsoft Office (Excel, Word), and online exam portals.
- Communication Skills: Clear and professional communication with students, staff, and parents; ability to respond promptly to queries.
- Team Player: Collaborative approach to working with the Examinations Officer, invigilators, and other key members of staff.
- Problem-Solving: Ability to resolve timetable clashes, manage unexpected issues during exams, and adapt to changing circumstances.
- Customer Service Orientation: Friendly, approachable, and supportive in dealing with candidates and staff.
- Flexibility: Willingness to assist with broader administrative tasks during quieter periods and adapt to varying workloads.

Desirable Qualities

- Experience in Exams Administration: Previous experience in a school or educational setting handling exams.
- Knowledge of JCQ Regulations: Familiarity with compliance requirements for public examinations.
- Experience with Access Arrangements: Understanding of processes for candidates requiring special arrangements.
- Leadership Skills: Ability to act as Lead Invigilator when required.

ROLE EXPECTATIONS

Detailed below are the main professional requirements expected of all staff at the Francis Holland Schools Trust:

- promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact;
- to act in accordance with the aims, policies and procedures of the School and department;
- to foster a disciplined and stimulating learning environment and to encourage enthusiasm for learning, and understanding of the subject;
- to teach and prepare carefully allocated lessons using resources and strategies suited to the age and ability of the girls, in accordance with the syllabus;
- to contribute to planning schemes of work, as appropriate;
- to be responsive to the needs of individual girls and to liaise with the Special Needs Co-ordinator and other staff with specific requirements when necessary;
- to set homework, mark work and keep records as required;
- to monitor the progress of allocated groups and individual students; to assist in invigilating, setting and marking examinations, and in internal moderation;
- to be punctual and to meet deadlines;
- to attend staff and departmental meetings when in school, and to contribute as appropriate to administration and development;
- for example, to contribute to discussion and development of teaching and learning strategies;
- to keep up to date with subject and professional developments;
- to be willing to participate in relevant INSET;
- to participate in staff appraisal; to undertake continuing professional development;
- to attend parents' evenings and meetings with parents, write reports and respond to parental inquiries;
- to take appropriate educational visits; to support/contribute to extra-curricular activities as may be reasonable; to attend church services, certain special events and designated assemblies;
- to take pastoral responsibility as appropriate;
- to follow Health and Safety procedures;
- to share in the provision for cover for absent colleagues and other duties;
- to foster good relations within the School community;
- to carry out any other responsibilities which may be reasonably be required or delegated by the Head of Department and/or Head.

JOB APPLICATION

Interested candidates are invited to submit an application via My New Term. The closing date for applications is 9am on 12 January 2026. Early applications are encouraged and will be considered as they are received. Interviews may occur at any stage after applications are received, and the school reserves the right to appoint at any stage. For queries regarding this position or its application, please email the People Team on peopleteam@fhst.org.uk.

Francis Holland Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo our safer recruitment checks and child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). This role is classed as regulated activity with children as it involves teaching, training or supervising children on a day-to-day basis and is exempt from the Rehabilitation of Offenders Act, 1974. Francis Holland Schools Trust champions diversity and inclusion in the workplace and strongly encourages applications from all sections of the community.