



EXAMINATIONS ASSISTANT

VALUED, CHALLENGED, INSPIRED

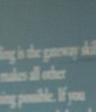
VALUED, CHALLENGED, INSPIRED

READING FOR INFORMATION



Reading is the gateway skill that makes all other learning possible. If you know how to read then the whole world opens up to you.

READING FOR KNOWLEDGE



Books are a friend, books are an escape, books are a means to empowerment and books are a means to understanding yourself. They are everything.

READING FOR INFORMATION



Without books is like a body without a soul.

Tullius Cicero

READING FOR CHALLENGE

One child, one teacher, one book, one pen can change the world.

Malala Yousafzai

READING FOR ADVENTURE



READING FOR KNOWLEDGE

Books are a friend, books are an escape, books are a means to empowerment and books are a means to understanding yourself. They are everything.

Emma Watson

READING FOR UNDERSTANDING



READING FOR UNDERSTANDING

The more you read, the more you will know. More learning, more places.

Dr Seuss



WELCOME

Dear Applicant

I am delighted that you are interested in applying to be an Examinations Assistant at Emmanuel College and Grace College.

We truly believe that our schools are fantastic places to study and to work, and this is an exciting opportunity to join our examinations team in a newly created role. Emmanuel College and Grace College are Christian-ethos schools of character for the whole community, where everyone is welcome, regardless of educational background, faith, social or ethnic background. We serve students across Gateshead and Newcastle, and we are passionate about transforming young people's lives by supporting them to grow academically and in character. We hold high expectations for student behaviour, attendance and engagement, recognising their importance in preparing students for adult life and the world of work. Our goal is to ensure that both Colleges are a place of welcome, safety and opportunity for all students.

We are seeking to appoint an Examinations Assistant who will work closely with the Data and Examinations Officers at each school in delivering a high-quality examinations experience. Through building strong partnerships with staff, families and our students, the Examinations Assistant will help ensure that every student has in place everything they need to successfully complete their examinations. The role will play a key part in ensuring the smooth running of examinations, that enquiries are handled expertly and efficiently, and that emerging matters are dealt with promptly and calmly. Through careful organisation and

clear communication, this role will help strengthen the connection between home and College and support students throughout their examinations.

As leaders we are committed to lead with care, clarity and consistency in order to forge a strong professional culture of personal growth and flourishing underpinned by integrity, humility and trust where staff love to work, and students love to attend. If what you have read aligns with your experience, values and professional ambitions, you are likely to find our schools purposeful and deeply rewarding places to work; we would be delighted to receive your application.

Rachael Hooker
Principal (Grace College)

Nat Ogborn
Principal (Emmanuel College)

MISSION

CHARACTER EDUCATION

We build good character. We learn about good character, why it matters and how to develop it.

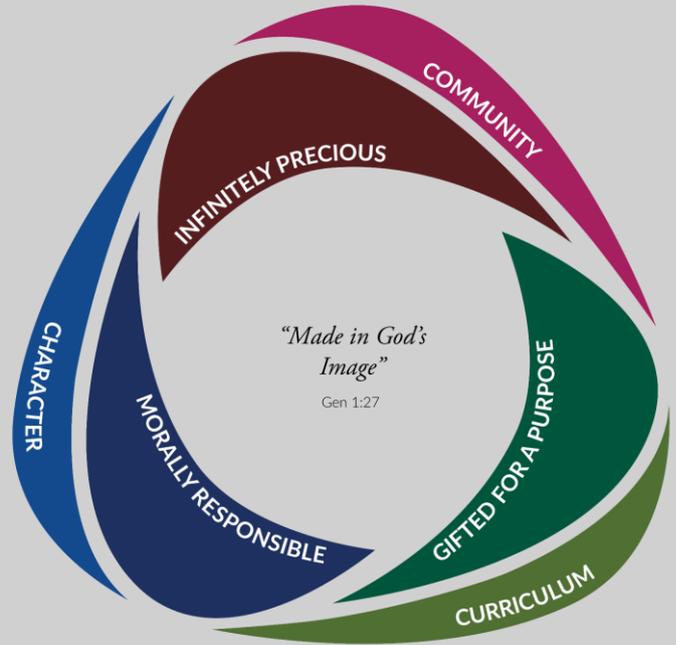
CURRICULUM EXCELLENCE

We are determined to achieve a personal best. We provide a broad ambitious curriculum that ensures excellent student learning, progress and future destinations.

COMMUNITY ENGAGEMENT

We serve with gratitude. We use our gifts to benefit the community and the environment.

OUR CORE VIRTUES





“

ALL PEOPLE ARE INFINITELY
PRECIOUS, MORALLY
RESPONSIBLE AND GIFTED
FOR A PURPOSE”



“

**SUPPORTING STUDENTS
AND STAFF TO BECOME
THE PERSON THEY HAVE
THE POTENTIAL TO BE”**

THE ROLE

You will play a vital role in supporting the smooth, secure and compliant running of internal and external examinations. The role requires excellent organisational skills, strong attention to detail, and the ability to work efficiently during busy examination periods. Working under the direction of the Data and Examinations Managers at Emmanuel College and Grace College, the postholder will be responsible for assisting with:

- Administration relating to both internal and external examinations, including production of timetables, candidate cards and seating plans.
- Being the point of contact for the invigilation team to ensure the smooth running of exams and to deal with any matters arising.
- The processing and checking of examination entries for candidates, and subsequent communication of results.
- The secure handling of confidential materials.
- Liaising with staff, students, parents and awarding bodies to ensure a professional and student-focused service.

THE PERSON

PERSON SPECIFICATION

You will have:

- 5 GCSEs or equivalent A*-C including Maths and English (essential);
- Experience of examinations (essential)
- Experience of using IT systems and Microsoft Office 365 (essential) with strong Word and Excel skills;
- Experience of working in a school environment (desirable);
- Experience of MIS systems, preferably Bromcom (desirable);
- Experience of working with children (desirable);
- Safeguarding training (desirable);
- Relevant experience in a busy office environment (desirable);
- Knowledge of GDPR (desirable)

PERSONAL ATTRIBUTES

The successful candidate will:

- Be strongly self-motivated and personally resilient
- (essential);
- Possess exceptional levels of personal integrity (essential);
- Have the ability to keep calm and focussed in pressurised situations (essential);
- Demonstrate the ability to maintain effective working relationships and work collaboratively with colleagues and other stakeholders at all levels (essential);
- Have strong interpersonal skills both written and oral
- (essential);
- Be a creative thinker and able to anticipate and solve problems (essential);
- Be able to maintain confidentiality (essential).



COVER THE WORK YOU ARE DOING TODAY?

WHY DO WE STUDY MATHS?

We study maths because it helps us become numerate, informed citizens and gives us insight into why things work the way they do.



APPLICATION DETAILS

Vacancy Details

Working year: term time plus 5 days including 3 INSET Days

Working hours: Part-time 08:00 – 16:30 Monday (Grace College), Friday (Emmanuel College)

Salary: Scale point 8-11 (£9,933.22 – 10,421.07 annual actual salary)

Start date: April 2026

Location: Grace College, Gateshead

Deadline

Closing date: 7th April 2026

Interviews to be held – W/C 20th April 2026

How to apply:

For further information, please visit www.esf-web.org.uk or call HR on **0191 442 2000** or . A CV may be submitted to supplement your application but will not be accepted instead of a completed on-line application

[APPLY ONLINE HERE](#)

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. This post will involve daily contact with children and is subject to an enhanced DBS check. In addition, as part of the shortlisting process, and in accordance with statutory guidance, we may carry out an online search (for publicly available material) to help identify any incidents or issues that have happened which we may want to explore with shortlisted applicants at interview.

Please note that this detail is indicative and can be amended, updated or replaced as felt appropriate at any time and in order to remain in line with any future legal requirements or expectation.

