

DEPUTY EXAMINATIONS OFFICER



Applications should be submitted no later than noon on Friday
4 September 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

To support the Examinations Officer in the effective planning, administration and delivery of all public examinations for Years 11 to 13, ensuring full compliance with awarding body regulations and School policies.

The post holder will take primary responsibility for the organisation and delivery of internal examinations for Years 9 to 13, ensuring that all examination processes are conducted securely, efficiently and in accordance with regulatory requirements.

KEY RESPONSIBILITIES

Public Examinations Support

- Support the Examinations Officer in the planning, administration and secure delivery of all public examinations.
- Ensure full compliance with JCQ, Cambridge and other awarding body regulations, maintaining up-to-date knowledge of regulatory requirements.
- Assist in the booking, deployment and coordination of invigilators for public examinations.
- Recruit, train and monitor external invigilators as required.
- Prepare and maintain accurate examination documentation, including seating plans, candidate registers and attendance records.
- Ensure timely distribution of candidate statements of entry.
- Coordinate arrangements for external language examinations and other specialist assessments.
- Oversee the secure receipt, checking, distribution and dispatch of examination materials and scripts.
- Assist with the collation, checking and distribution of examination results.
- Respond to candidate and parental enquiries regarding results, marks, grade boundaries and post-results services.
- Process requests for post-examination services and ensure associated fees are administered accurately.
- Ensure the timely receipt, secure storage and distribution of examination certificates, liaising with awarding bodies where necessary.
- Act as a daily examination supervisor, ensuring examination conditions are maintained in accordance with regulations and School safeguarding procedures.

- Serve as a named keyholder for the secure examination storage facility.
- Deputise for the Examinations Officer in their absence or in the event of an emergency.

Internal (Mock) Examinations

- Lead the planning, scheduling and administration of all internal examinations for Years 9 to 13.
- Develop and publish examination timetables in good time for:
 - English Language and Art GCSE mock examinations in the Autumn Term;
 - Fifth Form and Upper Sixth mock examinations in the Spring Term;
 - Third Form, Fourth Form and Lower Sixth examinations in the Summer Term;
 - Catch-up and rescheduled examinations.
- Produce and distribute examination timetables to pupils and staff.
- Liaise with Heads of Department to ensure timely submission and secure collection of examination papers.
- Coordinate examination rooming and staffing with the Cover Team, including daily cross-checking of staffing arrangements.
- Work with the Maintenance Team to ensure appropriate room setup.
- Liaise with Learning Support to ensure appropriate access arrangements are implemented for eligible pupils.
- Coordinate with IT to ensure the availability of examination laptops and technical support.
- Administer assessments for the Higher Project Qualification (HPQ).





Financial & Administrative Responsibilities

- Assist in checking and processing invigilator payments in liaison with the Finance Department.
- Maintain accurate financial records relating to examination fees and post-results services.
- Ensure examination records are accurate, complete and securely maintained in line with data protection requirements.

General Responsibilities

- Provide examination-related reports and ad hoc information as required (e.g. to Governors or Senior Leadership).
- Maintain confidentiality and ensure secure handling of all examination materials and candidate data.
- Contribute to the continuous improvement of examination processes and procedures.
- Undertake other duties reasonably required within the scope and grading of the post.

Key Performance Indicators

- Full compliance with awarding body and regulatory requirements.
- Accurate and timely production of examination timetables and documentation.
- Secure handling of examination materials and zero regulatory breaches.
- Positive feedback from pupils, parents, colleagues and line manager.
- Effective coordination of internal examinations with minimal disruption to teaching and school operations.
- Accurate financial administration relating to invigilators and examination fees.

Note: This job description is not exhaustive. It may be reviewed or amended from time to time, in consultation with the postholder, to reflect the evolving needs of the school.

KNOWLEDGE/SKILLS/ABILITIES

Essential

- Experience in examination administration or a comparable administrative role within an educational setting.
- Strong understanding of regulatory compliance and the importance of confidentiality and data security.
- Excellent organisational skills with the ability to manage multiple deadlines and competing priorities.
- High level of accuracy and attention to detail.
- Ability to interpret and implement regulatory guidance (e.g. JCQ instructions).
- Strong interpersonal and communication skills, with the ability to liaise effectively with staff, pupils, parents and external bodies.

- Competence in Microsoft Office applications, particularly Excel and Outlook.
- Ability to work independently and exercise sound judgement.
- Calm and professional approach when working under pressure during examination periods.

Desirable:

- Direct experience of administering public examinations.
- Knowledge of JCQ and Cambridge International examination procedures.
- Experience of working with a School Management Information System.
- Experience of coordinating staff or line managing casual workers (e.g. invigilators).

SAFEGUARDING CHILDREN

St Albans School is committed to safeguarding young people and promoting the welfare of 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 to 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.

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.

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.

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 Deputy Examinations Officer.

We are seeking to appoint a Deputy Examinations Officer to support the effective delivery of the School's examination processes. This role will support the Examinations Officer in the administration of all public examinations for Years 11 to 13, while taking lead responsibility for the planning and delivery of internal examinations across Years 9 to 13. Working closely with the Examinations Officer, the successful candidate will help ensure that all examination processes are conducted efficiently, securely, and in full compliance with Joint Council for Qualifications (JCQ), Cambridge, and other awarding body regulations.

Key responsibilities include coordinating invigilators, preparing and maintaining accurate examination documentation, overseeing the secure handling of examination materials, and assisting with the processing of results and post-results services. The postholder will also act as a daily examination supervisor and deputise for the Examinations Officer when required.

The ideal candidate will have strong administrative experience, preferably within a school or college examinations environment. A high level of IT competence is essential, particularly in Microsoft Excel. Experience of public examinations, familiarity with JCQ or Cambridge International regulations, and knowledge of school MIS systems would be advantageous. Excellent organisational skills, attention to detail, and the ability to manage multiple deadlines are essential, as is discretion when handling confidential information.

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 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 for the post, irrespective of background or protected characteristic.

The School is committed to safeguarding and promoting the welfare of children. Applicants must therefore 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. St Albans School is an equal opportunity employer, committed to diversity and the creation of an inclusive environment for all employees. Employment selections are made according to suitability for the post, irrespective of background or protected characteristic.

Applications should be submitted no later than noon on **Friday 4 September 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.

