

Bishop Stopford School

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Exams Office Manager

Application pack

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Our Intent

At Bishop Stopford School, our aim is that every student should realise his or her unique potential. Our Christian ethos and core values are expressed in all that we do: the culture is articulated through highly productive relationships and there is a strong sense of identity and belonging. As a result, our curriculum nurtures and challenges, prioritises individual worth and social cohesion, and fosters independence and interdependence. Character development goes hand in hand with our striving for academic excellence. We want students to leave us happy and healthy, with a strong moral compass as well as with qualifications which have integrity.

Aspiration underpins our curriculum: it is designed so that no student is left behind or left out because of social-, learning- or other disadvantage. Both the taught and the wider curriculum are carefully planned to ensure that not only are students' basic skills secured, but they provide the foundation for future success. We aim to develop highly literate and knowledgeable learners who are creative, self-regulating and resilient. They have opportunities to develop depth as well as breadth, and because they are socially equipped, they can engage confidently with the wider world.

Underpinning Principles:

- Leadership of the curriculum is active, reflective and research-informed.
- Our curriculum is unapologetically academic and knowledge-driven, ensuring Bishop Stopford students are engaged and thoughtful learners.
- Our curriculum is holistic: the spiritual, social and moral imperatives are as strong as the academic.
- Key Stage 3 lasts for Years 7-9 to allow the range of subjects to be studied and to build secure foundations for the two-year GCSE programmes of study.
- Curriculum is structured to ensure effective progression through the key stages and beyond school to further study or employment.
- Our curriculum enables all learners to progress, though development of a rich language base and challenge in every lesson



Letter from the Headteacher

July 2026

Our Ref: JS/HP

Thank you so much for accessing details of our Exams Office Manager post. I am aware that there are opportunities in many schools for an Exams Office Manager, and you will be wondering what makes it worth your while to apply to Bishop Stopford School. Our 2025 Ofsted inspection and our very recent inspection as a Church of England School (February 2026) bear testament to the incredibly positive community we have at our Academy – a place where everyone belongs. Its place is genuinely amongst leading educational establishments in the country.

Our students' behaviour is brilliant – our invigilators comment to me in both Mock and Public exams that our students make their job so easy, which is a good indicator of the way exams are conducted.

And there are other reasons to apply:

- an excellent environment where attendance is high: students enjoy coming to school and have very supportive families;
- the Exams Team is very much part of the 'Bishop family', where great relationships are seen day in, day out;
- a commitment to your professional development in line with your career aspirations and our ambitious aims.

So, we would very much welcome your application if you have a real vocation to be a, Exams Officer and you can work in sympathy with our values.

As with any school with a population of almost 1500, there are many exams. Each year group is about 216 students, and at GCSE, students sit 10 or 11 qualifications. At A Level, students usually sit 3 qualifications. As you would expect, the exams function at the Academy is very tightly run, with access arrangements fully catered for and there is even a Special Considerations Panel to support the work of the Exams Office Manager. Subject leaders are highly effective and are fully au fait with the requirements of the exams for their areas. School leaders and the Pastoral Team ensure students are carefully prepared for the skills of sitting exams themselves.

In every exam season to date, inspections have shown systems to be robust at all levels.

The Exams Office Manager is obviously central to this excellence, and we are delighted to offer this role on the retirement of our long-serving current postholder.

If you have any queries about the advertised post which are not answered in the information provided, or if you would like to arrange a visit, please contact Rachael Gibson in the first instance: rgibson@bishopstopford.com

We very much look forward to hearing from you, if you believe this role is your next career step.

Yours sincerely

Jill Silverthorne
Headteacher



Job Description

Exams Office Manager

37 hours – 40 weeks which must include exam result dates (5 days) plus the 5 training days

Main Purpose

The efficient and accurate management of the examinations process for the school. To ensure that all examinations run smoothly, in accordance with all relevant regulations, to maximise the success of students in their examinations.

Responsible to

Senior Leader

Line Management

Responsible for the Examinations Administrative Assistant and a team of external invigilators.

Responsibilities

- Ensure the school remains fully compliant with all JCQ, awarding body and regulatory requirements, including annual declarations and centre inspections
- Maintain up-to-date knowledge of JCQ Instructions for Conducting Examinations (ICE), General Regulations for Approved Centres and awarding body guidance.
- Ensure compliance with GDPR and Data Protection legislation relating to examination materials and candidate information.
- Downloading and restructuring of examining board base data.
- Ensure all examination data is accurate for DfE and school analysis and statistical information.
- Liaise with the Data Office and Heads of Faculty/Subject to confirm and set up accurate syllabus/course information and update data as necessary throughout the academic year.
- Liaise with students and parents regarding examinations, key dates, timetables and deadlines.
- Update and communicate school examination policies and guidelines to parents, students and staff.
- Manage school examinations deadlines appropriately and create a key dates calendar.
- Develop, maintain and implement examination contingency plans in line with JCQ and DfE guidance.
- Manage exams office procedures and administration to ensure that deadlines for exam entry, access arrangement applications, controlled assessment and Non-Examination Assessment (NEA) to the examination-boards are met.
- Co-ordinate arrangements for students with special needs during exams with examining boards, SENDCo and Learning Centre team, in accordance with JCQ Regulations. This includes communicating the arrangements around individual students to parents and carers.
- Identify and manage timetable clashes in accordance with examining board regulations.
- Manage the recruitment, training and deployment of examination invigilators.
- Provide guidance and training to staff on examinations regulations, procedures and deadlines
- Manage rooming and re-rooming for examinations and liaise with the site management team and the Cover Supervisor.
- Coordinate examination arrangements for external candidates and students educated off-site where applicable.
- Manage the receipt, storage and distribution of exam papers and materials ensuring security and confidentiality.
- Prepare for and manage JCQ inspections, awarding body inspections and internal audits of examination procedures.
- Manage the collection of public exam results for leadership and faculty teams.
- Manage the distribution of exam results to students on results day.
- Manage post-results enquiries.
- Manage the receipt, secure storage, and distribution of exam certificates.
- Deal with examination queries from students, parents and staff.

Finance

- Invoicing self-entries for examinations.
- Maintain contemporaneous financial records.

Additional Duties

- Participate in school events and activities as required.

The Academy is committed to safeguarding and promoting the welfare of students. All staff and volunteers must abide by the Academy's Safeguarding policies and recognise that safeguarding is everyone's responsibility.

July 2026



Person Specification

Attributes	Essential	Desirable
Education/ Qualification and special training	GCSE Grade 4/C or above (or equivalent) in English and Mathematics	Relevant administrative qualification Membership of the National Association of Exams Officers (NAEO) Completion of the Exams Officer Professional Standards.
Experience	- Working in an administration environment with responsibility for managing confidential data - Experience of working to strict deadlines and managing competing priorities - Using a management information system (MIS) within an educational setting or equivalent (e.g SIMS, Bromcom, Arbor Go4Schools etc)	- Leading the examination processes within an educational setting - Experience of managing individual or teams of staff in a work setting - Experience of working with examination awarding bodies (e.g AQA, Pearson, OCR, WJEC etc)
Knowledge and Skill	- Exceptional organisational and planning skills (including Contingency planning) - Exceptional ability to problem solve and manage deadlines - Awareness of the Joint Council for Qualifications (JCQ) regulations or equivalent - Awareness of relevant data protection regulations - e.g Data Protection Act 2018 and General Data Protection Regulation (GDPR) - Ability to train and develop others (e.g Invigilators) - High levels of verbal and written communication skills - Proficiency in the use of a range of IT software packages - People management skills - Ability to work well both as part of a team and independently - Understanding of safeguarding processes within a school	- Advanced IT skills - Ability to handle difficult conversations with confidence and sensitivity
Persons Attributes	- Honesty and integrity - Ability to work hard, flexibly and to adapt quickly to changing contexts and circumstances - Excellent interpersonal skills	Commitment to ongoing professional development within examinations administration





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