



**ROMERO**  
CATHOLIC ACADEMY TRUST



# RECRUITMENT PACK

EXAMINATIONS OFFICER

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## WELCOME FROM MIKE WRIGHT, HEADTEACHER

Dear Applicant,

Thank you for your interest in joining Our Lady & St John RC High School, I hope you find the information in this recruitment pack both informative and inspiring.

As a member of our team, you will be joining a school with a clear vision for improvement and a genuine belief in the transformative power of education. You will be encouraged to bring your strengths, your creativity and your passion to your role, and you will be supported by colleagues and leaders who are committed to your professional development and wellbeing. This is a school that believes in aspiration, inclusion and care for all our pupils. Our staff are dedicated professionals who work collaboratively, support one another and take pride in doing the very best for our children. We place great emphasis on high-quality teaching, strong pastoral care and creating a culture where pupils feel safe, happy and motivated to succeed.

Whether you are early in your career or an experienced practitioner, OLSJ is a place where you can grow, make a real difference and be part of something meaningful.

We look forward to receiving your application.

Yours faithfully,



Mike Wright  
Headteacher

## WELCOME FROM MIKE ZAMMIT, CHAIR OF THE BOARD OF GOVERNORS

Dear Applicant,

Thank you for your interest in joining Our Lady & St John RC High School. As a Catholic community centred on Christ, our mission is to help every young person grow in their gifts so they can love and serve God, others and themselves. Our core values - Faith, Truth, Unity, Justice, Forgiveness and Industry - guide our curriculum, pastoral care and relationships. We are proud of our strong Catholic ethos, our inclusive culture and the warm sense of belonging felt by pupils and staff. The school is ambitious for every learner, and governors work closely with leaders to ensure a safe, aspirational environment where excellent teaching and personal development can flourish.

If you join us, you will become part of a committed, supportive and collaborative community. Our pupils are eager to learn, our staff are dedicated to their own growth, and our governing board is focused on providing strong strategic support and challenge.

Thank you for considering Our Lady & St John.

Yours faithfully,



Mike Zammit  
Chair of Governors

# JOB ADVERT

## EXAMINATIONS OFFICER

### PERMANENT

**CONTRACT TYPE: 37 HOURS PER WEEK – TERM TIME (39 WEEKS) PLUS 3 WEEKS (42 WEEKS PER YEAR)**

**GRADE E, SCP 9 TO 15 £27,254- £30,024 FTE [£25,245 - £27,811 PRO-RATA]**

**RESPONSIBLE TO: ASSISTANT HEADTEACHER**

**MAIN LOCATION: OUR LADY & ST JOHN RC HIGH SCHOOL**

**REQUIRED TO COMMENCE: SEPTEMBER 2026**

Our Lady & St John RC High School is a rapidly improving and ambitious Catholic school, proud to be part of the Romero Catholic Academy Trust. The Board of Directors of the Romero Catholic Academy Trust, alongside The Governors Our Lady & St John RC High School, are seeking an organised and highly motivated Examinations Officer to lead the administration and delivery of all internal and external examinations, ensuring the highest standards of accuracy, compliance and integrity.

This is a key role requiring exceptional attention to detail, strong organisational skills and the ability to work confidently with staff, pupils' parents /carers and external agencies. You will ensure that examinations are conducted in full compliance with JCQ regulations and awarding body requirements, maintaining the highest standards of accuracy and integrity throughout the process.

If you feel you have the right skills and attributes we are looking for, then we will be delighted to hear from you. Visits to the school are warmly welcomed and can be arranged by contacting the school office on **01254 588388** or [enquiries@olsj.romerocat.com](mailto:enquiries@olsj.romerocat.com).

**Please apply through My New Term via the Romero website: [Romero Catholic Academy Trust | Vacancies](#)**

*We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.*

<b>Closing Date</b>	<b>Noon on Thursday 16 July 2026</b>
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## EXAMINATIONS OFFICER

### JOB DESCRIPTION

#### JOB PURPOSE

The Examinations Officer will be responsible for coordinating, administering and ensuring the smooth and compliant running of all internal and external examinations in line with JCQ regulations and the awarding body requirements. The postholder will ensure integrity, accuracy and security of the entire examinations process while supporting the school's Catholic ethos and safeguarding responsibilities.

#### MAIN DUTIES AND RESPONSIBILITIES

Your duties and responsibilities will include:

#### EXAMINATIONS:

##### PLANNING & COMPLIANCE

- Liaise with Heads of Department, teaching staff and senior leaders to ensure accurate entries and compliance with regulations
- Maintain effective systems for managing all aspects of examinations
- Ensure the school remains compliant with JCQ regulations and awarding body requirements
- To complete exam entries using either electronic or manual systems as required ensuring an appropriate back up arrangement is in place
- Keep up to date with regulatory changes and communicate requirements to staff, candidates and parents
- Actively co-operate with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit
- Annually confirm the information required by the National Centre Number Register (as administered by OCR on behalf of the JCQ) and inform of any changes to centre status
- Manage the secure receipt, storage and handling of confidential examination materials.
- Support with managing potential conflicts of interest by informing the awarding bodies of timescale for each examination series and recording the measures taken to mitigate any potential risk to the integrity of the qualifications affected
- Be responsible for the creation/review/update of exam-related policies/procedures as required by the regulations and accurately reflect working practices in the school
- Manage the examinations budget, including recovery of fees where appropriate

##### ENTRIES & PREPARATION

- Register or enter candidates for an examination or assessment in accordance with the awarding bodies' published procedures and deadlines for that qualification
- Coordinate accurate exam entries, registrations and amendments within published deadlines
- Maintain required identifiers for each candidate entered for an examination/assessment and enter candidates who are on roll at the centre as internal candidates
- Effectively use internal and external systems to submit and manage awarding body registration and entry data
- Liaise with Finance to ensure fees are paid as instructed and at the time specified by the awarding bodies
- Submit any applications for transferred candidate arrangements in accordance with the awarding body requirements

- Liaise with relevant internal stakeholders to ensure final entries/registrations that have been submitted to an awarding body are regularly monitored, submitting timely changes (amendments/withdrawals) to ensure candidates take the correct papers at the correct time and enabling awarding bodies to deliver accurate results
- Recruit, train and manage a team of invigilators, ensuring appropriate deployment and record-keeping.
- Organise exam timetables, rooming, seating plans and resource
- Provide clear information to candidates, parents and staff regarding exam schedules, expectations and regulations
- Ensure all candidates are aware of the JCQ and awarding body information and regulations regarding the conduct of their examinations/assessments in advance of these taking place
- Confirm relevant internal stakeholders' complete administrative tasks associated with centre assessed work in an accurate and timely manner in accordance with the requirements of awarding bodies and moderators
- Support the Special Educational Needs Coordinator (SENCo) in arranging access arrangements and reasonable adjustments
- Effectively manage arrangements for the secure storage and dispatch of examination scripts for marking

## **CONDUCT OF EXAMINATIONS**

- Manage the full examinations cycle, including:
  - Estimation of entries, final entries and amendments
  - Exam timetables and rooming
  - Secure handling, storage and dispatch of examination materials
  - Seating plans, attendance registers and required resources
- Ensure appropriate arrangements are in place for candidates with particular needs including SEN and access arrangements.
- Act as escalation point for exam irregularities, malpractice or breaches.
- Hold responsibility for health and safety arrangements during examination periods.
- Develop and maintain exam contingency plans (e.g. staff absence, venue issues, system failures).
- Inform the JCQ Centre Inspection Service of any alternative site that may be used by the centre to conduct timetabled examinations
- Effectively deploy fully trained invigilators to exam rooms according to the requirements
- Maintain the confidentiality and security of candidates' responses and dispatch scripts according to the requirements
- Submit to the published timescales, relevant follow-up reporting to awarding bodies in relation to the very late arrival of candidates for examinations and applications for special consideration where candidates meet the published criteria

## **GENERAL RESPONSIBILITIES**

- Work within school policies, procedures and statutory guidance at all times
- Maintain confidentiality and exercise discretion in handling sensitive information
- Support the school's general administrative function as required
- Participate in relevant training and professional development
- Undertake other duties commensurate with the grade as required
- Support and demonstrate commitment to the distinctive Catholic mission and ethos of the school
- Coordination, management and input of data related to key year group assessments
- To support with Evolve Administration

## EXAMINATIONS OFFICER

### PERSON SPECIFICATION

	<b>Essential (E) Desirable (D)</b>	<b>Application (A) Certificate (C) Interview (I) Reference (R)</b>
<b>Qualifications and Training</b>		
English and Maths GCSE grade C/4 or equivalent	E	A / C
Recognised qualification relating to examination administration (e.g CCEA/JCQ training)	E	A / I
Relevant administrative qualification or equivalent experience	D	A / I
<b>Knowledge and Experience</b>		
Experience delivering or supporting exams processes in a school	E	A / I / R
Experience with MIS systems (SIMS/Arbor/Bromcom)	E	A / I / R
Experience managing invigilators or staff teams	E	A / I / R
Experience of gathering data and producing reports in an informative and concise manner	E	A / I / R
Knowledge of GDPR, Data Protection legislation and information security requirements	E	A / I
Experience of effective use of IT including word and Excel databases	E	A / I / R
Knowledge of JCQ regulations and awarding body requirements	E	A / I / R
Experience of working in a school environment related to the post	D	A / I / R
<b>Skills and Abilities</b>		
Ability to work as part of a team	E	A / I / R
Excellent organisational and administrative skills	E	A / I / R
Flexible attitude to work	E	A / I
Excellent keyboard and data entry skills	E	A / I / R
Ability to prioritise and work to deadlines	E	A / I / R
Excellent attention to detail and work with a high degree of accuracy	E	A / I / R
Ability to supervise and assist pupils	E	A / I / R
Ability to communicate clearly and effectively both orally and in writing	E	A / I / R
Ability to manage a job that requires flexibility around start and finish times at specified times of the year	E	A / I / R
Ability to work under pressure	E	A / I / R

Ability to work independently and with initiative	E	A / I / R
Ability to identify problems and develop solutions	E	A / I / R
Ability to build and maintain effective relationships with all pupils, parents and colleagues	E	A / I / R
Ability to adapt quickly to changes in relevant regulation and processes	E	A / I / R
Commitment to supporting the school's Catholic ethos as expressed in our mission statement and core values.	E	A / I / R
Commitment to the Trust's ethos and values	E	A / I / R
<b>Other</b>		
Commitment to safeguarding and protecting the welfare of children and young people	E	A / I
Commitment to equality and diversity	E	A
Commitment to health and safety	E	A
Essential car user	D	A
<b>Note: We will always consider your references before confirming a job offer in writing</b>		
Prepared by: G. Goldstein	H/T Executive PA	Date: June 2026

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## EQUAL OPPORTUNITIES

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

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## HEALTH AND SAFETY

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

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## SAFEGUARDING COMMITMENT

The Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure. An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

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## ATTENDANCE

Good attendance enhances the service delivered by the Trust, minimises staffing difficulties and ensures best value to the schools. It is essential that applicants for positions in the Trust can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

## EXAMINATIONS OFFICER

### HOW TO APPLY

If you would like to find out more about the position, please contact Mrs Gail Goldstein on 01254 588388 or [enquiries@olsj.romerocat.com](mailto:enquiries@olsj.romerocat.com).

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