



Exams Officer and School Administration Officer

Part-time position - term time plus 2 to 3 weeks in Summer holidays

Job Description





We seek to appoint a meticulous Exams Officer and School Administration Officer to run the School's examinations and to support departments across the year.

About St Catherine's School

St Catherine's was founded in 1885 and in 2025 celebrated 140 years of successful education for girls. The School is an Independent Church of England Day and Boarding School, in membership of the Girls' Schools' Association and the International Coalition of Girls' Schools, with 770 pupils aged between 3 and 18. The Prep School has 220 pupils aged 3 to 11 and the Senior School 550 pupils aged 11 to 18, of whom some 165 are in the Sixth Form and 150 are boarders aged 11 to 18. The School is situated in a 25-acre site in the village of Bramley, three miles south of Guildford off the main Horsham Road (A281) and on the edge of the Surrey Hills Area of Outstanding Natural Beauty.

St Catherine's is a selective academic girls' school which prides itself on its excellent A Level results and the university places which all its leavers secure, including good numbers at Oxbridge. However, this is not at the expense of our commitment to the broader ideal of an all-round education for all our pupils, which will prepare them for full and happy lives as well as successful careers.

The School underwent a full ISI Inspection under their new framework in October 2023 and the Inspectorate's report along with an Executive Summary from St Catherine's may be viewed [here](#). Our Good Schools Guide Reviews can be found [here](#) along with Parent Testimonials which can be found [here](#).

Why join us?

This is a varied and responsible post for a highly organised candidate who enjoys detailed, accurate work in a busy school community. The role carries real responsibility to pupils, parents and colleagues, and suits someone who stays calm under pressure and can manage competing deadlines.

Personal and Professional Qualities Required

The successful candidate must be meticulous, calm under pressure and discreet. Examinations can be a stressful time for pupils and staff, so a kind, unflappable and pragmatic approach is essential, alongside exceptional record keeping.

Person Specification: skills, experience, and qualifications

Essential

- GCSE English and Maths at grade 4/C or above, or equivalent.
- Exceptional record keeping and accurate processing of exam data.
- Office experience involving deadlines and confidential information.
- Confident with Microsoft Office (Word, Excel, Outlook).
- High accuracy, attention to detail and strong organisation.
- Clear written and spoken communication.
- Awareness of data protection and confidentiality.

Desirable

- Business administration qualification or exams officer training.
- Advanced Excel skills.
- Experience as an exams officer in a school or college.
- Working knowledge of JCQ regulations and access arrangements.
- Experience of a school MIS (iSAMS, SIMS or Arbor) exams module.
- Experience recruiting or supervising a team, e.g. invigilators.

The successful candidate will:

- Be committed to safeguarding and promoting the welfare of children.
 - Be flexible about working extra hours at peak times.
 - Maintain a sense of perspective and good humour.
 - Be committed to the School's values and ethos.
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The Role

The postholder runs all public, external, admissions and internal examinations at the School in line with JCQ regulations and awarding body requirements. Outside the main exam seasons, they provide general administrative support to various school departments, helping the School run smoothly for pupils, parents and staff.

The exams workload peaks in January, May and June and on results days. Administrative duties take up more of the role at other times of the year.

Line Management

The Exams Officer and School Administration Officer will report to the Deputy Head Academic and will line manage the team of exam invigilators during each exam series.

Practical Information About The Post

This is a permanent, part-time position of approximately 0.5 FTE overall: 0.8 FTE during term time plus approximately 2 weeks in August (including GCSE and A level results days), and 0.1 FTE in July and early August to monitor exam queries. The postholder will be on site during term time and on results days, and may occasionally need to work extra hours at peak times by agreement with their line manager.

Holiday entitlement is 25 days per year plus 8 public holidays for full-time employees, pro rata for part time. Holidays must be taken outside term time and away from key exam and results periods.

Whilst every effort has been made to outline the main duties, responsibilities, and requirements of the post, the list is not exhaustive. The successful candidate will be expected to comply with any reasonable request from their line manager or other members of the leadership team to undertake work of a similar level. This job description may be amended from time to time in light of the changing needs of the School.

Staff Induction, Staff Review, and Continuing Professional Development

All new staff are given electronic access to a Staff Handbook and School Policies well ahead of their joining the School and are given full induction training at the start of their first term. Subsequent twilight sessions also offer training in other specific areas, e.g. safeguarding children.

The School is committed to the continuing professional development of its staff and there is an annual review procedure, conducted by a line manager. INSET opportunities are provided for the whole staff three times a year, and for individual staff, often arising out of discussions during the annual review.

St Catherine's School is committed to the proper Safeguarding of its students. All staff are required to undertake Child Protection Training as part of their induction, and every three years thereafter, and to undertake Prevent training.





Main Duties and Responsibilities: Exams Officer

- Maintain the exams calendar and publish timetables.
- Submit accurate, on-time entries, amendments and withdrawals.
- Keep centre information, exams policy and contingency plan up to date.
- Run internal exams and mocks, and assist with MidYIS testing.
- Work with the SENCo on access arrangements and their provision.
- Receive, log and store confidential papers securely under JCQ rules.
- Prepare exam rooms and seating plans, and resolve clashes.
- Recruit, train, timetable and supervise the invigilation team.
- Brief staff on their responsibilities under JCQ requirements.
- Handle special consideration, malpractice reports and emergencies.
- Track NEA deadlines, submit marks and samples, and dispatch scripts.
- Support the annual JCQ inspection; attend INSET and staff meetings.

Results and Post-Results

- Download, check and distribute results on results days.
- Manage reviews of marking and access to scripts.
- Issue certificates and keep records in line with retention rules.
- Produce results analysis and brief the Head and SLT.
- Liaise with parents as required.

School Administration Officer

- Support reception, the school office and departments with discrete tasks.
 - Keep pupil and staff records accurate on the school MIS.
 - Support attendance, correspondence, admissions events and trips.
 - Handle post, filing, purchasing, payments and minute-taking.
 - Cover other office staff during absence or busy periods.
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Remuneration

For this part-time post (0.8 FTE in term time plus 2 weeks in August, and 0.1 FTE in July and early August).

Where applicable, non-teaching staff in the School are auto enrolled into the Stakeholder Pension Plan on recruitment. St Catherine's School will pay a varying percentage into the plan, dependent on the employee's contribution. Further details are available from the Business Centre.

St Catherine's offers a health cash plan, which covers an individual employee and their family members. The plan provides cash to pay for a range of services including dental, optician, physio, hospital, prescription services, 24 hour GP and personal accident to name a few, and is a taxable expense. This benefit is reviewed annually and is pro-rated for part time staff.

Other Benefits

Lunch is provided daily during term-time, and all staff enjoy access to the School's leisure facilities (pool, tennis courts, squash court, fitness suite) when these are not in use by the girls or other visiting courses, for a small one-off joining fee. Other meals such as breakfast and supper may be taken regularly for a very modest charge, payable in advance.





Applications

The application should be completed online by 10am on 12 Oct and should take the form of:

- the completed My New Term Application Form found on the School website at www.stcatherines.info/welcome/job-opportunities

Candidates will have their applications acknowledged and if you do not hear from us after a few days, please contact the HR Administrator by email on jobapplications@stcatherines.info.

Applications will be assessed in order of receipt and interviews may occur at any stage after applications are received, before the deadline. Please apply as soon as possible.

Thank you for your interest in St Catherine's School.

Emma Watson, Head
October 2026



St Catherine's School BRAMLEY

St Catherine's School
Station Road, Bramley, Guildford, Surrey, GU5 0DF
01483 893363 | jobapplications@stcatherines.info
www.stcatherines.info

Patron: Her Majesty The Queen
Registered Charity Number: 1070858