



**BROOK 6TH FORM
& ACADEMY**

A UNIVERSITY TECHNOLOGY COLLEGE

EXAMS OFFICER/ ADMINISTRATOR

COMMENCEMENT: May 2026

SALARY: Scale 5 (Salary is negotiable for exceptional candidate depending on experience and qualifications)



EXAMS OFFICER/ADMINISTRATOR

PURPOSE OF JOB:

- The Exams Officer is responsible for the schools smooth running of both internal and external examinations. The officer will act as the liaison between the school and external examination bodies. They will be familiar with the requirements and regulations placed on schools by both awarding bodies and the Joint Council for Qualifications (JCQ) and will ensure that the school is compliant with these before, during and after examination period.
- To provide a full administration service for school office under the direction of the School Business Manager.

DUTIES:

Exams Officer

- Responsible for the administration and organisation of both public and internal examinations for the school and for the management and maintenance of associated school data (external exams including, KS4 and KS5)
- Responsible for the administration and organisation of university entrance examinations run in support of students' applications to university
- Liaise with HOD's in finalising student entries, ensuring timely return of disseminated paperwork
- Responsible for the submission of examination registrations, entries, forecast grades and coursework marks for external exams to the Awarding Bodies for all public exams
- Arrange for all internal and external examinations including rooming, timetabling, deployment and management of invigilators and dissemination of information to staff, students and parents with JCQ guidelines and school policy, liaising with other staff as necessary
- Remedy any exam clashes and make appropriate provisions for students within JCQ guidelines.
- Receive, check, sort and secure external examination papers as they arrive and be responsible for examination stationery in line with JCQ regulations
- Check, pack and arrange the despatch of all external examination papers by relevant authorised means

- Ensure exams are conducted to the standards required by the JCQ
- Be responsible for the daily running of public examinations including the set-up of venues, seating plans, candidate numbers and also organising all requirements of any practical exams
- Brief students on examination systems, procedures and conduct
- To produce guidelines for staff and students, including exam session conduct, guidelines to all students and staff
- To ensure internal exams/assessment timetables are sent out in a timely manner.
- To collate and distribute statements of entry to students and exam timetable
- Collaborate with SENCO in making appropriate access arrangements for students with special educational needs; ensuring provision for students with access arrangements and special consideration requests are implemented.
- Monitor exam attendance and take appropriate action in liaison with pastoral support.
- Arrange logistics for Results Days, including staffing, printing of results, appropriate materials available for appeals (including school appeals procedures)
- Arrange re-marks, reports and enquiries about exam results with the examination board; to manage access to script requests and to ensure information on all these services is available to staff and students.
- Provide relevant statistics on examination entry and examination results to the Senior Leadership Team and to other colleagues as required.
- To ensure there is a full complement of trained exam invigilators and to manage the work of other staff who are deployed during the exam season
- To ensure release of exam results, deal with queries and requests for re-marks
- To manage the distribution of exam certificates
- To analyse and provide exam data as required
- To manage the overview of exam budgets for exams entries, acting between HoDs and the school Business Manager to ensure funding is correctly allocated for entries
- Recruit, train and manage invigilators as required
- Be flexible with working hours during exam seasons
- Responsible for all aspects of internal assessments. Creating marksheets, recording data, running/printing reports etc.

Administrator

- To work under the direction of the School Business Manager in all administration tasks that are required.
- Maintain confidentiality working to GDPR.
- To cover front reception when required.
- Play a full part in the life of the school community, support the school's priorities and ethos and encourage staff and students to follow this example.
- Undertake personal professional development activities, as agreed
- Ensure front line enquiries from staff, pupils, parents and visitors are dealt with promptly
- Processing all admission applications
- Competent with MIS system
- To ensure data is updated and maintained within Alps
- Responsible for ParentPay and the daily operations of ParentPay. Eg, debt reminders, trips, new users (students and staff), refunds, registering student and staff biometrics, FSM etc.
- Producing student ID's.
- Sorting deliveries, checking delivered good against delivery note and against purchase order.
- Supporting admissions with data input onto MIS system.
- Managing and arranging teaching cover and duty cover.
- Providing first aid when required
- Assisting students in reflection room with equipment requirements or toilet breaks.
- Attending break/lunch duty.
- Taking staff briefing notes twice a week.

Category	Essential	Desirable
Qualifications & Experience	<ul style="list-style-type: none"> • GCSE English and Maths - Grade 5 or equivalent • Outstanding record of attendance and punctuality 	<ul style="list-style-type: none"> • Previous experience of working with young people in an educational environment is preferred
Personal qualities, skills & characteristics	<ul style="list-style-type: none"> • Excellent interpersonal skills • Effective use of ICT • Good communication skills (written and oral) 	
Knowledge, Understanding and Experience	<ul style="list-style-type: none"> • Knowledge and understanding of diversity and equality requirements • An ability to work as part of a team • An ability to work in a fast-paced environment and to be flexible to meet the needs of the school • High levels of integrity, trust and work-ethic • Self-confidence and calm approach when dealing with challenging and difficult circumstances • An ability to be reflective and self-critical • An understanding of how important a pleasant and positive working environment is to our young people • An ability to understand and follow instructions from your Line Manager • The ability to prioritise and use own initiative when appropriate. • An attention to detail and ability to complete written reports when required • A willingness to undergo training and development on a regular basis 	

TRAINING AND DEVELOPMENT

- Undertake training as appropriate for the role
- Be familiar with training on offer for other members of staff involved in examinations (e.g. invigilators), signposting these where appropriate

REVIEW ARRANGEMENTS

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that over time the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of the responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

CONDITIONS OF EMPLOYMENT

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (The contract)
- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body
- To uphold the school's policy in respect of child protection matters
- Will be subject to the National Agreement on Pay and Conditions of Service, supplemented by local conditions as appropriate and all relevant statutory and institutional requirements
- The post holder may be required to perform any other reasonable tasks after consultation
- This Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed
- This Job Description is not necessarily a comprehensive definition of the post. It may be subject to modification at any time after consultation with the post holder

The examinations officer/office administrator will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct. Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the examinations officer/administrator will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Principal.

The school is committed to safeguarding and protecting the welfare of children and as such all appointments are subject to an enhanced DBS check and digital screening. Appointments are also subject to satisfactory reference/medical clearance.

The post is exempt from the Rehabilitation of Offenders Act 1974. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

WE OFFER

- A small, friendly school, in a well-resourced, relatively new building
- World class facilities in Engineering and Media
- Classes that are small, calm and focused
- Motivated and enthusiastic students who are keen to learn
- Supportive team approach to working
- Professional development for all staff

“Staff enjoy working here. They appreciate the school’s consideration of their workload and well-being.” Ofsted, January 2025

How to apply

Please return your completed application form by email to: e.seiliute@brooksixthform.com

CVs will not be accepted.

Pre-employment checks

Confirmation of appointment is conditional upon a satisfactory enhanced DBS check and occupational health check.

References

Confirmation of appointment is also subject to the receipt of two satisfactory references.

Salary

Scale 5 (Salary is negotiable for exceptional candidate depending on experience and qualifications)

Hours & Pay

35 hours each week term time plus 8 days in summer holidays to coincide with A Level and GCSE exam results.

Commencement

May 2026

Closing date for applications

Thursday 9th April 2026

Interviews

Week commencing 13th April 2026

Brook 6th Form & Academy is a Partnership Learning. Partnership Learning is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. An enhanced criminal record check via the DBS will be undertaken for the successful candidate.

This post is exempt from the Rehabilitation of Offenders Act and a comprehensive screening process, including a disclosure check, will be undertaken on all applicants.

Please note if you have not been invited in for interview by the interview date on this occasion your application will have been unsuccessful.



Partnership Learning