



**Stanborough School**  
**A Mathematics and Computing Academy**

Lemsford Lane  
Welwyn Garden City  
AL8 6YR  
www.stanborough.herts.sch.uk  
Headteacher: Mrs M John

## **Exams Officer**

**37 hours per week, term time plus 2 weeks**

**Start Date: As soon as possible**

**Salary: H8-H9 depending on experience (£35,163 - £42,500 per annum pro rata, inc. fringe)**

*Approximate actual salary for 37 hrs per week, term time plus 2 wks, £31,155 - £37,656 per annum, inc. fringe*

We are looking to appoint an Exams Officer to take responsibility for the efficient and effective running of all internal and external examinations within the school. The job will include liaising with staff, students, invigilators and examination boards and ensuring a high quality of administration and communication. You will lead an Exams Assistant and a team of invigilators. A friendly and efficient attitude is essential.

This is a key role within the school and the successful candidate must be confident in Microsoft Word and Excel, well organised, with a "can do" approach and be resilient under pressure. You should possess excellent attention to detail and be highly self-motivated with a flexible approach to tasks. Previous experience of working in a school examinations position would be an advantage but it is not essential as training and support will be provided.

This position is for 37 hours per week, term time plus 2 weeks however, for the right candidate, we are able to offer a 38 week contract where the 2 weeks to be worked in the summer holiday can be taken as 2 weeks in term time outside of exam seasons.

We were delighted to be awarded a 'Good' rating by Ofsted in March 2023, this recognises the hard work and progress made by all in the school. Prospective candidates are encouraged to read the full report available on our website at <https://stanborough.herts.sch.uk/wp-content/uploads/2023/01/2023-OFSTED-Report.pdf>.

Applications are invited via the MyNewTerm portal <https://www.mynewterm.com/school/Stanborough-School/137847>. Further information is also available on our website: <https://stanborough.herts.sch.uk/vacancies/staff-vacancies/>

**Closing date: Monday, 22<sup>nd</sup> June 2026 at 9am**

**Interview date: Tuesday 30<sup>th</sup> June 2026**

**Prospective candidates are encouraged to apply as soon as possible as we reserve the right to call candidates for interview and appoint before the closing date**

*Stanborough School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All post holders are subject to safeguarding checks including references and a satisfactory enhanced Disclosure and Barring Service (DBS) check. Please note that this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974*

Tel. 01707 321755 Email: [recruitment@stanborough.herts.sch.uk](mailto:recruitment@stanborough.herts.sch.uk)

