



The Purcell School  
*for young musicians*



## Examinations Officer

Permanent, Part-Time, Term-Time only plus Results Days

Start Date: As soon as possible





## INTRODUCTION

Celebrated throughout the world as a centre of musical excellence, The Purcell School is the most vibrant, exciting and exhilarating place to work or study. We are a close-knit community dedicated to nurturing some of the world's most talented young musicians and we recognize the unique privilege it is to work with these incredibly gifted students.

Our students are the liveliest, most committed and self-motivated young people you could hope to meet. Every day, the School's corridors echo with the sound of extraordinary music as our students prepare for one of the 150 concerts we present every year, both here at School and in the most prestigious venues in London.

It is a working environment quite unlike anywhere else! We want our students to be challenged and inspired by every aspect of their experience here, and we support and encourage staff to achieve this. Academic classes are small, behaviour is excellent and the opportunities for innovative and creative teaching practice are limitless.

If you are committed to providing an outstanding student experience and prepared to play a full part in the life of this extraordinary place, The Purcell School offers you the opportunity to join an exceptional team, serving truly exceptional students in a totally unique environment. I very much hope you will consider making an application to join us.

Kind regards,

A handwritten signature in black ink, which appears to read 'P. Bambrough'.

**Paul Bambrough**  
Principal

# ROLE DESCRIPTION

## Examinations and Data Officer

This is an exciting opportunity for a highly organised and efficient administrator to work closely with some of the country's most gifted musical students. We are looking for a highly organised and IT literate candidate who has an eye for detail and, ideally, has experience of working within formalised regulations. The role will involve providing support for staff and students through the management of both external and internal examinations, by ensuring compliance with the regulatory bodies, managing the processing of data and advising the School's Senior Management on all matters relating to the conduct of examinations. It will also involve the processing of exam related data in SIMS and the production of other data relating to internal and external assessments.

As well as needing to be an outstanding administrator, the successful applicant will possess outstanding communication skills and be able to foster excellent working relationships with a wide range of stakeholders: examination boards, students, staff and parents. It is essential that the Examination and Data Officer is a visible and approachable member of staff. It is also essential that they are able to work calmly under pressure: the exam season is a stressful time for students and it is therefore important that exams are enabled to run calmly and smoothly.

As a small school, the role offers the opportunity to work closely with students and staff and to work within a friendly team. The School is fortunate to have an exceptional team of experienced invigilators all of whom support the exams officer in their role.

## TERMS AND CONDITIONS

This is a part-time, term-time only post and you will be required to attend results day if they occur during the school holidays.

Competitive salary according to the successful candidate's experience, with a contributory pension scheme. Further details are available on request.

There is a sixth month probationary period, with notice of one term on either side, after which the post will be confirmed. This post is subject to regular appraisal.

Lunch is available and free of charge in the School dining room during term time.





# HOW TO APPLY

If you wish to apply, please complete the School's Application Form (available on our website) and send it with a supporting Personal Statement to the Principal as soon as possible. We are unable to accept a curriculum vitae. **Closing date for applications is Monday 11th August 2025 - we reserve the right to interview and appoint a suitable candidate prior to the advertised closing date. Accordingly, early applications are strongly encouraged.**

Personal statements should outline your experience, subject knowledge and evidence of your achievements. The Personal Statement is your opportunity to tell us how your skills and experience, both within your subject and beyond, can contribute to an outstanding student experience.

Interviews will explore subject knowledge, experience, the ability to relate appropriately to students and a willingness to contribute to the whole School community. Candidates will be required to bring evidence of identity and any qualifications to the interview.

Applications should be made to the Principal, sent by email to [recruitment@purcell-school.org](mailto:recruitment@purcell-school.org)

## CHILD PROTECTION

The Purcell School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the School's Child Protection policy, which is available on our website, and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post, including records checked and processed through the Disclosure and Barring Service (DBS).

## EQUAL OPPORTUNITIES

The Purcell School is an equal opportunities employer and welcomes application from appropriately qualified people regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment.



# JOB SPECIFICATION

The Purcell School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## **JOB TITLE: Exams Officer**

All members of staff are ultimately answerable to the Principal who is also Head of Centre.  
Your line manager will be the Bursar; operational support is provided by the Director of Teaching and Learning.

This job specification sets out the duties of the post at the time of drafting. Specific responsibilities are as follows:

### **FOR THE ROLE:**

- Creating exam schedules for internal and external exams
- Downloading relevant base data (exam boards) into SIMS
- Managing a range of other academic data (including value added) and supporting the School's reporting and assessment cycles
- Ensuring all required information is obtained and submitted accurately within set deadlines in relation to the examination entries, changes, withdrawals, remark requests and assessment data
- Keep up to date with all JCQ and Cambridge Board rules, regulations and deadlines
- Line manage the examination invigilators, including induction, training, timesheets etc
- Deal with post results enquiries and liaising with departments and parents
- Providing SLT with exam schedules, updating the School's website and other systems

### **FOR ALL STAFF:**

- To promote the aims and values of the School
- To support and protect the interests of the students
- To support colleagues in their work
- To ensure the smooth-running of the School and the well-being of the School community
- To act in accordance with the current legal requirements, School policies and guidance on the safeguarding of children and young people
- To undertake such administrative and supervisory duties as may be required
- To follow the procedures and policies set out in the Staff Handbook
- To promote equality by actively protecting staff and students from discrimination
- To comply with current Health and Safety regulations and best practice



# PERSON SPECIFICATION

<b>Experience and Knowledge:</b>
Experience as an Exams Officer or as an Assistant Exams Officer in a larger team (essential)
Experience of working within a data driven environment (essential)
Experience of compliance with the requirements of regulatory bodies (essential)
Experience of managing, analysing and processing data from a wide range of sources (essential)

<b>Ability and Skills:</b>
Excellent IT skills (Word, Excel, Outlook, Google Suite); experience of SIMS would be an advantage
Excellent analytical and numerical ability
Outstanding communication and interpersonal skills and the ability to foster positive working relationships with staff, students and parents
Calm, confident attitude
Ability to work on your own and as part of a team
Experience dealing with confidential issues

<b>Personal Attributes:</b>
Ability to adapt quickly to different situations and a good level of common sense
Enthusiasm, energy and imagination
Willingness to play a full part in the life of the School
Commitment to student success
Personal warmth and the ability to connect with students in a meaningful way