



Exams Officer Recruitment Pack





WELCOME FROM OUR PRINCIPAL

Dear Applicant,

I am excited to introduce myself as the Principal at The Grange Academy. We are a flourishing, mixed, non-selective secondary school and sixth form, based in Bushey, Hertfordshire, welcoming students from ages 11 to 18.

As part of the **Future Academies** family of schools, we share a commitment to high standards of excellence. With the support of our sponsors, we engage with the best teachers, leading universities, and prominent employers across the country to ensure our students are equipped with the **knowledge, aspiration, and respect** to achieve *libertas per cultum* — “freedom through education.”

We have been on a rapid improvement journey as a school and are now working on becoming the best school in the local area. For us, this looks like a school offering the following:

- An ambitious and accessible curriculum
- High expectations and disruption free learning for all students
- A broad range of enrichment opportunities
- A place where all professionals feel part of something whole, can thrive and develop.

Thank you for your interest in this role. As an Exams Officer, this is an exciting opportunity for an enthusiastic and dedicated individual to join our team and contribute to the continued success of The Grange Academy. In this role, you will play a vital part in ensuring the smooth and efficient running of all internal and external examinations. You will work closely with teaching staff, Heads of Year, and the Senior Leadership Team to maintain the integrity of the examination process, uphold regulatory compliance, and support students throughout their exam experience — from entry and access arrangements to results and post-exam services.

Future Academies is passionate about diversity and inclusivity. We welcome applications from individuals who have the skills and experience to fulfil the requirements of the job description and whose values align with the ethos of our academy. We encourage applications from candidates of all backgrounds, regardless of any protected characteristic. If you believe you have the skills, experience, and qualities we are looking for, we strongly encourage you to apply.

If you would like to discuss the role in more detail, please do not hesitate to contact **Emma Stevens, HR Officer**, at e.stevens@thegrange.futureacademies.org.

Aziza Ajak
Principal

JOB DESCRIPTION

JOB TITLE:	Exams Officer
RESPONSIBLE TO:	SLT
HOURS:	37 hours per week
CONTRACT:	Full time – Term Time + 4 weeks
SALARY:	Support Pay Scale 6 Points 18 – 22 (£32,582 - £34,744) (Actual salary based on working weeks £29,723.27 - £30,448.11) Starting salary to be confirmed upon appointment, subject to experience.
START DATE	October 2025
PLACE OF WORK:	The Grange Academy, London Road, Bushey, WD23 3AA.
RIGHT TO WORK:	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations will be required in accordance with the statutory guidance.
STAFF BENEFITS:	<p>Future Academies recognises its employees as the most important asset and critical to its success. To demonstrate this all staff are offered the following benefits:</p> <ul style="list-style-type: none">• A supportive ethos and concern for the well-being of all colleagues.• Excellent CPD opportunities and career progression.• Employer Contributions to Local Government or Teachers Pension Scheme.• Mintago – employee benefits platform• Employee Assistance Programme.• Access to a Virtual GP• Eye Care Voucher scheme.• Salary sacrifice childcare
PROBATION PERIOD:	The post holder will be required to complete a 6-month probation period

THE ROLE

The job purpose of the Exams Officer is to ensure the effective and efficient management and administration of all student examinations within the Academy, in accordance with the relevant examinations board. As directed by the Assistant Principal you will manage exam invigilators, preparing examination materials, administering examination results all whilst collaborating with all departments and ensuring high levels of compliance.

MAIN ROLES AND RESPONSIBILITIES

Take overall responsibility for the running of all examinations within The Grange Academy:

- Responsible for all administration relating to external and internal examinations and assessments, including producing seating plan arrangements, examination timetables whilst collaborating with the on-site Senior Leadership team.
- Co-ordinate arrangements for examination entries and non-exam assessments and ensure their accuracy.
- Verify exam data and provide internal and external agencies with accurate information.
- Responsible for the safe storage and distribution of exam scripts, together with their return to external examiners.
- Responsible for the maintenance of accurate and up-to-date data relating to examination entries and results in the schools MIS system.
- Co-ordinating the preparation and submission of exam entries from Academic Team Leaders.
- Liaising with the Access Arrangements Co-Ordinator and SENDCo to ensure appropriate examination arrangements for students with additional needs, in line with JCQ regulations.
- Communicate examination end times to the pastoral team.
- Working with line manager to help organise and co-ordinate the invigilators for examinations and internal mock examinations.
- Ensuring that JCQ regulations are met and appropriate signage is displayed.
- Managing data and resources for all examinations including full security and dispatch of papers/ controlled assessment.
- Dealing with enquires from parents and students.
- Receiving examination results and certification and make arrangements for their issue.

Work with the Headteacher Assistant Principal to assist accurate and smooth results days including processing of results. Demonstrate consistently high standards of personal and professional conduct by:

- Maintain high standards of ethics and behaviour, within and outside the Academy
- Treat students and staff with dignity, building relationships rooted in mutual respect
- Have regard for the need to safeguard students' well-being, in accordance with statutory provisions
- Have proper and professional regard for the ethos, policies and practices of the Trust and maintaining high standards in your own attendance and punctuality

As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the trust expects all members of staff and volunteers to share in this commitment. To this end, both an 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check will be required for this role.

SAFEGUARDING

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PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Criteria	Essential	Desirable
Training, Qualifications and Experience: On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:		
	<ul style="list-style-type: none"> • GCSE (or equivalent) including English and Maths at Grade C/4 or above • Willingness to complete annual JCQ mandatory training for Exams Officer 	<ul style="list-style-type: none"> • Completion of NAEO (National Association of Examinations Officers) or equivalent training. • Experience or training in MIS systems (SIMS, Arbor, Bromcom) • CDP relating to exam administration, compliance or SEND access arrangement.
Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	<ul style="list-style-type: none"> • Excellent oral and written communication skills • Excellent interpersonal skills • Ability to remain calm under pressure • Excellent organisational skills, with attention-to-detail, maintain confidentiality and ability to manage competing priorities and deadlines • Able to be flexible and adaptable • Proficiency in MS Office (Word, Excel, Outlook) and experience with MIS systems • Commitment to safeguarding and promoting the welfare of children and young people • The ability to solve problems and provide solutions to challenges that arise. 	
Additional Requirements: In their statement of suitability and during the selection process, candidates will demonstrate that they can meet the following requirements		
	<ul style="list-style-type: none"> • The post holder will be expected to maintain up to date knowledge of JCQ regulations, complete annual mandatory training and engage with relevant CPD to ensure the highest standards of integrity and compliance 	

WHAT WE OFFER YOU?

1

Colleagues who care about the children they serve and each other.

2

A curriculum that is centrally resourced and locally owned.

3

An evidence-based hybrid CPD offer, striking balance between central input and local tailoring to context.

4

Bespoke leadership development opportunities with the chance to be involved in a year-long programme including executive coaching.

5

A thoughtfully crafted staff benefits offer through our partner, Mintago, including tax-free childcare, cycle to work vouchers, virtual GP access and much more.

6

A two-week October half term with no reduction in holidays elsewhere.

7

Integrated instructional coaching through StepLab, enabling feedback, which is timely, developmental, and low stakes.

8

Access to a generous enrichment fund, outside of the school funding envelope, through a bidding process to our charity sponsor, Future.

9

We lean into the size of our MAT. With ten schools, we are small enough for you to know everybody, and big enough for you to lean on them for support.

10

We treasure staff voice and use SchoolSurveys to get benchmarked data on how our staff feel and what they think. 83% of staff feel their line manager make them do their job better, against a contextual benchmark of 69%.

APPLICATION PROCESS

1. Applying for the role

To apply for the post, please visit our website - [Vacancies - FaceEd \(face-ed.co.uk\)](https://face-ed.co.uk)

Applicants should complete the online application form via FaceEd. Applicants should also complete the 'Personal Statement' section of the online form to the best of their ability and use this section to demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.

Applications must be received no later than **23, September 2025 12 noon**. Applications after this date will not be considered.

2. Interview Process

The interview process will take place as soon as possible after shortlisted has been completed. The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role.

3. Notification & Feedback

Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.

Unsuccessful candidates will be given the opportunity to receive professional feedback.

4. Taking up the post

The successful candidate will take up the post as soon as possible.

5. Additional information

For further information please email e.stevens@thegrange.futureacademies.org and a member of the HR team will contact you.

6. Safeguarding

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