Examination Officer
Recruitment Pack



A welcome from our Principal, Ms Scarlett O'Sullivan



Dear Applicant,

It is my great pleasure to be the Principal of our wonderful school. Barclay Academy has a long and much-valued history in the local community, and we are incredibly proud of that heritage. We are a warm and caring school, with excellent subject-specialist teachers and a strong, knowledge-rich curriculum. Our goal is to ensure that every student has the best possible opportunities so they can achieve their ambitions and thrive in the future.

As a proud member of Future Academies, we are committed to high standards and continuous improvement. We are particularly pleased with the progress the school has made in recent years, as reflected in our most recent Ofsted outcome.

Thank you for your interest in the Examination Officer role.

Future Academies is passionate about diversity and inclusivity. We welcome applications from individuals with the skills and experience to fulfil the requirements of the job description, and whose values and qualities align with those in the person specification. We encourage applications from candidates of all backgrounds, regardless of any protected characteristic.

If you believe you have the skills, experience, and attributes we are looking for, we encourage you to apply. We very much look forward to meeting you.

If you would like to discuss the role in more detail or organise a pre-application visit, please do not hesitate to contact Becky Fenson, Data Manager, on: b.fenson@barclay.futureacademies.org

We strongly encourage prospective candidates to visit the school and meet with the Principal to gain a real sense of the school's culture, community, and ambitions.

We look forward to receiving your application.

Best wishes,
Ms Scarlett O'Sullivan
Principal
Barclay Academy

Guided by our motto, libertas per cultum - 'freedom through education' - we believe that a first-class education is the key to unlocking a lifetime of freedom and opportunity. Our mission is to help Students discover and develop their talents, interests, and skills, empowering them to lead rich and fulfilling lives.

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.

JOB DESCRIPTION

JOB TITLE:	**Examination Officer**
LINE MANAGER:	Data Manager
Working Pattern:	**37 hrs/wk, 08:00 – 16:00 with a thirty minutes unpaid lunch, term-time plus 2 weeks**
SALARY:	**Scale 6, point 18 – 22 (£32,578- £34,811 FTE)** *Starting point will be subject to previous experience and determined on appointment.*
PLACE OF WORK:	Barclay Academy, Stevenage **Please note that you will be required to attend other Trust locations on occasion.**
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:	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: • 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. • Partnership with YellowNest -Salary sacrifice childcare. For further information regarding our staff benefits, please visit our website.
PROBATION PERIOD:	The post holder will be required to complete a 6 - month probation period.

PURPOSE OF THE ROLE

The Examination Officer plays a vital role in ensuring the smooth and efficient administration of all aspects of internal and external examinations within the academy, in line with awarding body regulations and academy policies. The role supports the academic achievement of students by overseeing the accurate organisation, scheduling and running of examinations.

The Examination Officer is responsible for maintaining the integrity and security of the examination process, supporting students and staff and delivering high standards of administrative support. The postholder must demonstrate excellent attention to detail, strong organisational skills and the ability to manage multiple priorities in a dynamic academy environment.

MAIN RESPONSIBILITIES AND TASKS

- **To be responsible for the organisation and administration of all aspects of school's external and internal examination processes.**
- **To ensure that Curriculum Leaders and the Senior Leadership Group are kept informed of all correspondence / publications of a general or specific nature which are received from the Examination Boards.**
- **To act as liaison between Curriculum Leaders and Awarding Boards over syllabus requirements, results queries, issues relating to individual needs of students.**
- **To develop and operate systems which will ensure the accurate collection, collation and checking of external examination entries, in a timely manner to avoid late charges.**
- **To ensure that all examination entries and amendments, where necessary, are submitted in the appropriate format and by the required deadlines. To maintain all associated records.**
- **In liaison with the SENDCo, to ensure SEN candidates have an application in Access Arrangements online and ensure that the correct exam arrangements are in place.**
- **To issue individual timetables to pupils when entries are confirmed.**
- **To plan the use of rooms/ equipment/ resources in response to the regulations / requirements of the Examination Boards.**
- **To manage secure storage of papers, adequate stocks of materials and prompt return for assessment.**
- **To organise the dissemination and collection of question and answer papers.**
- **To produce / compile an attendance register.**
- **To manage seating arrangements ensuring seating is conducive to fair testing.**
- **In collaboration with other staff including SLT, teachers and invigilators, to manage pupil behaviour before, during and on exit from the examination room.**
- **To ensure compliance with external JCQ regulations and internal policies with respect to the entire examinations process.**
- **To manage, train and direct a team of Invigilators, ensuring adequate staffing in-line with Awarding Board regulations.**
- **To provide advice and training to staff, parents and students on examination regulations and working with examination boards to ensure the school meets requirements.**
- **To organise and manage results and post-results services.**
- **To manage and submit any special consideration applications as required in timely fashion.**
- **To work with SENDCo in ensuring that the school is fully compliant with JCQ regulations around access arrangements.**
- **To support the coordination of exam access arrangements within the school. This will include timetabling, to ensure that learners have the staff with them to provide their exam entitlements during internal and external examination periods.**
- **To be responsible for the planning and organisation of all aspects of CATs, Reading and PASS testing in accordance with the Trust assessment calendar.**
- **To support the Data Manager with the assessment module by assisting with updating and maintaining marksheets and the reporting of assessment results.**

General

- Act as a trusted professional across the Trust, maintaining confidentiality, professionalism, and high standards at all times.
- Adhere to all safeguarding, child protection, equality, and data protection policies.
- Undertake any other duties commensurate with the grade of the post as reasonably requested by the Line Manager.

No job description can be entirely comprehensive, and roles develop organically over time. The post holder will be expected to undertake similar duties, commensurate with the level of the post and at the discretion of the Line Manager, as the Line Manager shall from time-to-time reasonably require.

PERSON SPECIFICIATION

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:		
	• GCSE English & Maths to Level 4 or above • Experience of working in a busy administrative role	• Experience of using school-based MIS systems such as BROMCOM/SIMS or Arbor • Experience of developing, implementing and maintaining systems and processes • Evidence of continuous professional development • Relevant administrative or examination officer training/certification • Experience of working in an educational setting • Previous experience coordinating or supporting the examination process
Knowledge, Skills, and Attitude: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	• Excellent organisational and time-management skills, with the ability to prioritise competing demands and meet deadlines • Excellent written and verbal communication skills • Strong IT skills, including Microsoft Office, with the ability to learn and confidently use new systems • Excellent attention to detail and a commitment to maintaining accurate records • Ability to use initiative, solve problems and take a proactive approach to work • Ability to remain calm, professional, and effective within a busy school environment • Strong interpersonal skills and the ability to communicate professionally with children, parents/carers, colleagues, and external agencies • Ability to work effectively as part of a team and contribute to the success of the Academy	• Willing to be advocate for students who require bespoke teaching and learning approaches • Committed to the wider school life and willing to engage in a range of extra-curricular activities

Personal competencies and qualities. In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	• High levels of personal integrity, professionalism, and accountability • Commitment to ongoing professional development • Commitment to equality, diversity, and inclusion • Commitment to the safeguarding and promoting the welfare of children and young people • Have empathy	

WHAT CAN 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 11 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)
- Applicants should complete the online application form via Sam Recruit. 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 **Noon on 24th November 2026.** 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 HREnquiries@futureacademies.org and a member of the HR team will contact you.

6. **Safer Recruitment Statement**

Future Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We are committed to safer recruitment, and all appointments are subject to satisfactory pre-employment checks, including an Enhanced DBS check with Children's Barred List information, online searches in accordance with Keeping Children Safe in Education (KCSIE), and any other statutory checks relevant to the role.

This post is exempt from the Rehabilitation of Offenders Act 1974. Shortlisted candidates will be required to complete a self-declaration of relevant criminal record information and any other information that may make them unsuitable to work with children. Candidates are not required to disclose cautions or convictions that are protected under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended.

It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. Please refer to the Trusts Policy on the Recruitment of Ex-Offenders for further information.

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