

## **APPOINTMENT OF EXAMINATIONS OFFICER**

### **CONTEXTUAL INFORMATION**

Stratford-upon-Avon School is a large popular comprehensive school with a student roll of around 1950 students. A breadth of different student qualifications is taught from Year 9 to 13 and typically includes GCSE, BTEC, OCR National and A Levels.

The role of Examinations Officer has become increasingly important over recent years responding to the changing demands of the Examination system.

The Examinations office already has a proven sound infrastructure. Policies and procedures exist, and the main office is well resourced and organised. The Examinations Officer will work under the leadership of the Data Systems Manager and alongside the Data and Exams Administrators.

The Examination Officer will also liaise with the Curriculum Leaders, Flex, LEAP, Inclusion and SEND Teams, a team of Examination invigilators and site management staff.

All school examination procedures are governed by strict procedures issued by the Joint Council for Qualifications (JCQ) and individual examination boards (Pearson, OCR, AQA and WJEC etc). Updates from these organisations are frequent and will often require a change in practice or procedure. The monitoring of this updated information, and its dissemination to key stake holders, within the school is crucially important.

The role of Examinations Officer is a diverse one, and according to the time of year a variety of different duties takes place. Internal examinations tend to take place in December and July, and the main external examinations take place in May and June. Language examinations can also take place throughout the academic year. Each examination session is called a series.

Prior to an examination series, student entries become a crucial aspect of the role. Clear communication lines are needed with teaching staff as formal entries are submitted to different examination boards. In due course timetables emerge, and key resources are deployed in anticipation of need.

As the examination period begins, the emphasis shifts to the careful collation, distribution and secure storage of exam papers, assessment materials, and the execution of individual examinations. Clear direction is needed in advising a team of invigilators and co-ordinating their deployment.

As a series closes, grades and results are collated from examination boards and issued to the students. The role inevitably also includes queries that may be requested.

The post is well suited to a highly organised person with a systematic approach to successfully completing a range of tasks. The ability to work alongside a large team of people is important, and effective communication with a number of different staff involved in the examination process is essential.

### **Working Hours**

The post is based on an assumed average of 37 hours per week as certain amount of flexibility will be required to balance a busy workload during examination periods offset by quieter periods. The actual timings will be by agreement with the Data Systems Manager, based on 32.5 hrs per week (08:30 – 15:40) for non-examination periods with the remaining hours be worked during the exam periods (07:00 – 16:30) and exam preparation times (08:00-16:30). External exams may end beyond the school day.

As part of the holiday working it is vital that the post holder is available to work on and around the exam results days, which are normally the third and fourth week of August.

The post is based on an annualised hour's agreement of 1517 hours per annum and calculated on working term time (38 weeks) plus 5 staff learning days (39 weeks) and 2 weeks to be worked during the holidays (41 weeks).

The contract is based on annualised hours, and the post holder will be required to record and update their hours on monthly timesheets.

## **Holiday Arrangements**

This is primarily a term time post and personal leave is not allowed during term time. (See Appendix 2 in the job description for further details)

In the case that the successful candidate already has holiday arranged when offered the post, and if it is declared at this time, we honour the arrangement.

## **Induction and Professional Development**

An induction programme will be developed for the successful applicant, and a programme of support and training will be given. After the induction period, a planned professional development programme will be agreed, linked to the competency-based performance review system, which is carried out in school for all staff.

## **The Organisation of Staff at Stratford upon Avon School.**

Our school employs approximately 225 staff members, with just under half serving in support roles. We are proud to foster a cohesive and inclusive workforce, operating within a professional environment built on mutual respect. Every role within the school is united by a shared purpose: to support and enhance student learning. We place a strong emphasis on staff wellbeing and recognise that every individual contributes meaningfully to the life and vibrancy of our school community. To support this, we offer a variety of staff-led groups, including the Wellbeing Team, Equalities Group, HR Committee, and Health & Safety Committee.

Our wellbeing programme includes a range of initiatives such as:

- Annual flu vaccinations
- Regular staff activities and clubs, including yoga, running, and badminton
- Opportunities for staff to engage in school improvement and enrichment activities alongside students, such as:
  - Leading extra-curricular clubs
  - Accompanying school trips
  - Delivering assemblies
  - Supporting whole-school events like Sports Day

We are committed to creating a workplace where staff feel valued, supported, and empowered to make a difference.

## **Start Date**

It is anticipated that the successful candidate will be able to start as soon as possible. However, we will always appoint the individual whom we believe to be the best person for the job, and if there is a delay whilst extended notice is worked, then that is accepted.

## **Interviews**

A date for interviews has not yet been fixed but will be within 2 weeks of the closing date for applications.

Stratford-upon-Avon School is a friendly school, with high expectations for the attainment and behaviour of our students, and with a supportive ethos for all staff.

I hope you find this opportunity of interest, and we look forward to receiving your completed application form. Meanwhile if you have any questions or queries about the post, please contact me at the school, on telephone 01789 268051.

Kay Ault  
Data Systems Manager  
December 2025