



RAINFORD
HIGH

Examinations Officer NJC SCP 19-22



EVERYONE Matters
EVERYONE Helps
EVERYONE Succeeds



PROUD TO BE A MEMBER OF
EVERYONE MATTERS
SCHOOLS TRUST

Principal's welcome

As Principal of Rainford High and CEO of the Everyone Matters Schools Trust. I am passionate about making Rainford High the best possible school for the young people who come here. This school is an inclusive and continually improving school, we are moving towards our goal of achieving excellence. As part of the Everyone Matters Schools Trust our aim is to build a legacy of excellent education for all our children and our community.

Our school has a clear ethos that **Everyone Matters, Everyone Helps and Everyone Succeeds**. This means we expect our community to be polite, kind and respectful, make sensible choices and work hard. To ensure **Everyone Matters** we are compassionate, understanding and ethical in how we operate as a school and trust. We understand that as a community we are an interconnected team and put simply we improve every day when **Everyone Helps**. We value the importance of hard work and the ability to keep going and overcome challenges as this means **Everyone Succeeds**.

Schools are fantastic places because they are about making dreams a reality. I believe young people can achieve anything that they want but they have to underpin their dreams with a solid foundation of hard work, respect and honesty. It is Rainford High's job to prepare its young people for the future. I believe that the same applies to our staff we want them to be the best they can be and be happy, proud and fulfilled as part of our school community

We are looking for a special kind of person who wants to be part of community, live our ethos and make a difference to everyone who is part of the school and the trust. We believe that better people make better teachers, and we want the best people to work as part of our very special school community



**Principal
Ian Young**

Role overview

Salary: NJC SCP 19-22 (£33,119- £34,811) pro rata for part-time

Contract: Full Time/Term Time plus 15 days (part-time applications will be considered pending flexibility for exam seasons)

Hours: 7:30am-3pm, 35 hours per (longer days during exam seasons)

Required: As soon as possible

Main Purpose

The examinations officer is responsible for the organisation and smooth running of both internal and external examinations. The officer acts as the primary liaison between the school and external examination bodies. They will be familiar with the requirements and regulations placed on schools by both awarding bodies and the Joint Council for Qualifications (JCQ) and will ensure that the school is compliant with these before, during, and after examination periods.

Our school

Rainford High is an inclusive, inspirational and aspirational school community that prides itself on being truly comprehensive providing a great all-round education for our community.

We offer a broad, balanced and enriched curriculum that exceeds the National curriculum across key stage 3, 4 and 5. We are proud that we try to excel in all areas of school life including sport, the Arts, STEM and community work to make sure that all of our community benefit from being part of Rainford High.

The students and staff are key to making Rainford High a special place that is compassionate, understanding and kind as well as being focused on achieving the highest standards for everyone in everything we do.



The Trust



EVERYONE MATTERS SCHOOLS TRUST

We are a trust that is passionate about making a difference to every child and person in the community we serve. We work tirelessly to ensure we have great schools made up of great people supported by the trust to provide a great educational offer for every child who attends one of our schools.

Our mission is to improve every person's life and their opportunities

Our trust culture is based on our humanity and the principles of compassion, generosity and kindness. We are proud of the trust's ethos and vision:

Everyone Matters: we strive for all our partners to be happy and successful schools within our trust community based on our culture of compassion, generosity and kindness.

Everyone Helps: we work together to make great choices for our schools and our children to create an interconnected community of team members who do the best for children, staff and our community.

Everyone Succeeds: we work tirelessly together to overcome the challenges we face to invest in our schools, so all our schools, children and team members are successful.



Job description

Duties and responsibilities

Planning and organisation

- Understand the regulations and requirements of all examinations held by the school, both internal and external
- Comply with all JCQ and awarding body regulations and keep up to date with any changes to these
- Manage arrangements for the safe and secure receipt, checking and storing of examination papers and materials
- Contribute to development and review of examination-related school policies
- Work with the SENCO to ensure appropriate access arrangements and reasonable adjustments for appropriate pupils
- Manage registration of candidates for all examinations
- Work with the finance team to ensure all examination fees are paid, as necessary

Exam management

- Recruit, train and manage invigilators and assistants as required, under the direction of the School Business Operations Manager
- Ensure appropriate conduct during examination sessions, in line with requirements and regulations from awarding bodies and the JCQ
- Manage the logistics for examination sessions, including timetabling, room booking, resources and staffing, under the direction of the Schools Business Operations Manager
- Ensure pupils are aware of their personal exam timetables, managing and resolving clashes in accordance with guidance and safeguarding procedures
- Carry out necessary administrative tasks related to the organisation of examination sessions
- Support the SENCO to implement access arrangements and reasonable adjustments as required
- Manage arrangements for the safe and secure storage and dispatch of completed examination papers
- Manage any unexpected issues or emergencies that arise during an examination session in collaboration with the Schools Business Operations Manager
- Submit reports to examining bodies, as required

Results and data management

- Make arrangements for sharing results with students (e.g. results days)
- Liaise with staff and parents re the remark process
- Ensure results are received by the school in a secure and confidential way
- Be familiar with data analysis reports and tools, and be able to share results data with stakeholders as appropriate
- Arrange receipt and distribution of examination certificates to candidates
- Manage retention of results, including certificates, for the school's records

Administration

- To provide assistance to the office manager and data manager in between exam periods
- To assist with whole school cover administration and when necessary be responsible for organising cover.

Training and development

- Undertake training as appropriate for the role
- Be familiar with training on offer for other members of staff involved in examinations (e.g. invigilators), signposting these where appropriate

The examinations officer will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the examinations officer will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the principal.

Person specification

CRITERIA	QUALITIES
Qualifications and training	➤ Essential Qualifications • GCSE English Language (Grade C/4 or above) • GCSE Mathematics (Grade C/4 or above) • Good standard of literacy and numeracy evidenced by qualifications or equivalent experience ➤ Desirable Qualifications • A Levels or equivalent Level 3 qualification • Business Administration qualification (Level 3 or above) • School Business Management qualification • Examination Officer professional training through JCQ, awarding bodies, or The Exams Office • ECDL, ICDL or equivalent IT qualification
Experience	➤ Working in a school/college or administration environment ➤ Managing the administration of examinations ➤ Working with confidential and/or sensitive materials ➤ Managing other members of staff, such as invigilators ➤ Managing time and workload to meet deadlines ➤ Using a management information system (MIS) ➤ Working with data sets ➤ Working with awarding bodies and regulatory organisations, e.g. JCQ ➤ Complying with statutory regulations set by external bodies
Skills and knowledge	➤ High standard of communication (verbal and written) ➤ Polite and effective interpersonal skills ➤ Competent with common IT systems, e.g. Microsoft Office, MIS ➤ Data analysis ➤ Time management and planning ➤ Ability to work flexibly and quickly under pressure ➤ Ability to work across multiple projects and deadlines ➤ Ability to follow policies and procedures set by the school and external agencies
Personal qualities	➤ Organised ➤ Ability to keep calm under pressure ➤ Ability to work well in a team, and independently

TO PLAY A FULL PART IN THE LIFE OF THE SCHOOL COMMUNITY, TO SUPPORT ITS MISSION AND ETHOS AND TO ENCOURAGE STAFF AND STUDENTS TO FOLLOW THIS EXAMPLE.

- To promote actively the school's corporate policies.
- To continue personal development as appropriate.
- To work collaboratively with colleagues.
- To promote and participate in the school's performance review process.
- To be aware of employee responsibilities for Health and Safety of themselves and others and to work in a safe and secure manner with due care towards the health and safety of oneself, other staff and students.
- Every member of staff has a duty to commit to the safeguarding and welfare of all students at the school.
- To participate in staff programmes for training, in particular safeguarding and health and safety.
- Share in the corporate responsibility for the well-being and discipline of students.
- Promote the good work of the school in the wider community

This job description is current at the date shown, but, in consultation with you, may be changed by the principal to reflect or anticipate changes in the job commensurate with the grade and job title.

Rainford High School is an Equal Opportunities Employer and positively welcomes applications from all people regardless of their sex, creed, marital status, race, age, disability, gender identity, sexual orientation or religious belief.

Rainford High School is committed to safeguarding and promoting the welfare of children. Post holders must receive a satisfactory enhanced DBS check before taking up the post and undertake a minimum of three-yearly checks.

Rainford High School is committed to promoting positive mental health and emotional well-being to our student body and to every member of our school staff. We pursue this aim through the use of effective policies and procedures within a safe and supportive school/work environment.

How to apply

The Everyone Matters Schools Trust Mission is to make a difference to every person so that we improve their life and opportunities. The Trust is working hard to make a difference to staff workloads by investing time, technology and support to make Rainford High a great place to work. For the right candidate there will be additional opportunities based on potential, ability and capacity to make a difference across the team and the school. If you believe you are good enough and can meet the standards, maybe Rainford High is the school for you.

Benefits of working for the Everyone Matters Schools Trust

- Flexible working Opportunities
- Development opportunities within the trust
- Long Service awards
- Cycle to work scheme
- Holiday buying and selling scheme (support staff)
- Generous Annual Leave Package (support staff)
- Access to the Employee Assist Programme
- We look forward to receiving your application.

The school is committed to safeguarding and promoting the welfare of children. To ensure that this is achieved we expect all employees and volunteers to share this commitment and staff will be recruited and selected in line with safer recruitment policy and practice. The successful applicant will undertake an enhance DBS check.

Application forms can be downloaded from the Rainford High School website at:
<https://rainford.org.uk/about-us/vacancies/>

Completed application form and supporting letter should be returned to my Personal Assistant, Mrs Julie Kershaw, pa@rainford.org.uk no later than Wednesday, 14th October 2026 at 12pm. We look forward to receiving your application

Guidance

Application forms and letters should be typed in Calibri font and size 11.

Your letter of application should outline:

- Your experience
- Your qualities
- Any impact you have been able to show in previous roles
- How you believe you would contribute to our team
- Why you would want to work at Rainford High School as part of the Everyone Matters Schools Trust.

Please include two referees one of whom must be your present or most recent employer. If you are an ITT student applying for their first teaching role, please include your course tutor or equivalent and at least one school-based mentor.

We would recommend that application forms are submitted prior to deadline by at least two hours to allow for any issues that can occur with email and communication devices.