



ST EDMUND'S
SCHOOL
CANTERBURY

EXAMS OFFICER
FULL-TIME, TERM-TIME
MARCH 2025
CANDIDATE PACK

STEDMUNDS.ORG.UK



THE SCHOOL

OVERVIEW

We are a 600 strong 2-18 independent co-educational day and boarding school which fosters a family atmosphere, values the individual and offers a wide range of opportunities to pupils, whatever their interests or strengths. In an historic setting overlooking the City of Canterbury, the school is proud to educate the Choristers of Canterbury Cathedral and is equally proud of the diversity that day and boarding pupils bring. Both academic rigour and co-curricular involvement are encouraged. Pupils are respectful of each other and work together to create a cohesive, inclusive and happy community. The School is located on the top of St Thomas Hill, commanding impressive views over the City of Canterbury. The Pre-Prep, Junior and Senior Schools share the same site, while the Choristers live within the Precincts of Canterbury Cathedral.



OUR ETHOS

Our pupils benefit from a caring and supportive environment, high-calibre teaching and a holistic educational approach that seeks to develop creativity, leadership qualities and original thinking

A broad academic curriculum and extraordinarily diverse co-curricular programme enable pupils to find their path and grow to 'be all they can be'

Our small class sizes enable the personalisation of learning so that pupils receive the attention and academic challenge they need to excel

Every pupil here is known and understood

The fact that we educate children from the age of 2 to 18 underpins the strong family atmosphere and sense of community that pervade the school

St Edmund's is proud of its pupil-centred and ambitious academic ethos. We seek to foster original thinkers with the intellectual and personal skills to be leaders and decision makers in the future

Highly-qualified teachers mean that young people receive inspirational instruction, with vibrant debate and individual attention colouring every classroom

Pupils develop learning skills through project work and research opportunities such as the Extended Project Qualification and the Durrell Essay. We encourage cross-curricular work to promote original ideas and multi-dimensional thinking

Essentially, our pupils are encouraged throughout their time at St Edmund's to aim for and achieve the very highest academic standards of which they are capable.

DETAILS ABOUT THE POST

TITLE	Examinations Officer
TYPE OF POST	Full-Time - Term-Time Only, plus 4 weeks to be worked in the School holidays
START DATE	March 2025
GRADE	Pay Range - £25,523 - £28,163 pro-rata

POST & DEPARTMENT

Advert	<p>St Edmund's School Canterbury are seeking to appoint an experienced Examinations Officer to be responsible for the efficient and effective running of the administration of all internal and external examinations within the school. This is an exciting opportunity to work in the Independent Sector.</p>
Role	<p>The purpose of the role is to provide high quality operational management of internal and external examinations. Reporting to the Deputy Head (Academic) and working closely with Heads of Department and all academic staff, you will also work collaboratively with the Head of Learning Enhancement to ensure reasonable adjustments are in place to enable the students to reach their full potential in examinations.</p>
Hours of work	<p>To work 37.5 hours per week term-time only, plus 4 weeks to be worked in the School holidays. The post may involve, very occasionally, work at weekends and evenings. Overtime will not be paid although hours accrued may be taken as time off in lieu, in negotiation with the Deputy Head (Academic).</p>

THE ROLE

KEY RESPONSIBILITIES

- Ensuring the school is fully compliant with Joint Council for Qualifications (JCQ) regulations governing the conduct of public examinations.
- Timetabling internal and external exams, booking rooms, liaising with site staff to ensure that examination rooms are set up correctly, starting and supervising exams.
- Liaising with examination boards and JCQ.
- Training and supporting invigilating staff to ensure that pupils receive appropriate supervision during examinations.
- Entering pupils for external examinations on iSAMS.
- Generating the exam timetable.
- Calculating exam related costs and charges.
- Ensuring secure storage of papers and attendance registers.
- Liaising closely with the Learning Enhancement Department to ensure that all pupils have appropriate exam access arrangements in place and support the facilitation of the reasonable adjustments needed.
- Dispatching exam papers via Yellow Label system.
- Creating candidate numbers, producing candidate cards, organising seating plans.
- Downloading exam results from exam boards and conducting main results routines using iSAMS.
- Responding to exam queries e.g. requests for re-marks and script returns.

PERSON SPECIFICATIONS

	ESSENTIAL	DESIRABLE
QUALIFICATION	<ul style="list-style-type: none"> • Relevant qualifications or experience in exams administration, or school operations 	<ul style="list-style-type: none"> • Degree or equivalent professional experience
SKILLS & EXPERIENCE	<ul style="list-style-type: none"> • Advanced organisational and planning skills • Previous experience of working in education and/or organising internal or external examinations • Ability to prioritise workload and meet deadlines • Experience using educational management systems (MIS), secure online portals (e.g., A2C), and proficiency in managing exam-related data and processes • Confidence with Excel spreadsheets • Excellent attention to detail • Able to reason logically – with a methodical approach to tasks • Strong verbal and written communication skills • Able to operate independently and anticipate requirements • Willingness to be able to perform important but often repetitive tasks, e.g. making entries • Proven ability to work under pressure • Demonstrable ‘can do’ attitude seeking continuous improvement in tasks • Experience handling sensitive, confidential matters and adhering to strict regulatory requirements 	<ul style="list-style-type: none"> • Knowledge of JCQ regulations and public examination processes would be an advantage • Understanding of data protection legislation (GDPR) and its application in educational settings
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Professional and self-motivated • A team player but with the ability to work independently and on own initiative • High level of integrity and discretion when dealing with confidential and sensitive information • Confidence to liaise with a range of stakeholders • Calm air of authority in the exam room • A proactive and flexible work style, able to adjust to changing priorities and demands, including working evenings and weekends when necessary 	

CONDITIONS OF SERVICE

BENEFITS

Workplace Pension Scheme, Employee Assistance Programme including counselling services and financial/legal advice line, Salary Sacrifice schemes such as Cycle2work, subsidised gym membership, retail discounts and cashback scheme.

Fee remission is available to all members of staff subject to spaces being available at the discretion of the Governors and subject to change.

SAFER RECRUITMENT

St Edmund's School Canterbury is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

UK GDPR

Personal information provided by candidates will be kept on a secure file in the school and will not be released to third parties outside the school without the permission of the person concerned, except where there is a legal requirement so to do. Retention of personal information is acted on consent, which can be withdrawn by the individual at any time.

APPLICATIONS

The deadline for receipt of application 9.00am Wednesday 29th January 2025. Applications should be emailed to recruitment@stedmunds.org.uk.

Applications must take the form of an application form and covering letter including the candidate's suitability for the post with reference to the person specification. The names and contact details (including email addresses) of two referees are required (one of whom must be your current or most recent employer and neither referee should be a relative or someone known to you solely as a friend).

ST EDMUND'S VALUES



We Value....

EACH OTHER

Recognise our responsibility to create a caring and supportive community

We Value....

INDIVIDUALITY

Recognise that everyone is different and has unique needs, strengths and aspirations



We Value....

EXCELLENCE

Commit to being the best we can be

We Value....

INTELLECTUAL CURIOSITY & CREATIVITY

Love learning & seek to foster creative, critical & lateral learning



We Value....

SOCIAL RESPONSIBILITY

Promote the idea that individuals must contribute to the greater good of society

