



# Maidstone Grammar School *for Girls*



## Examinations Officer

Salary	Kent Salaries KSF £28,112 per annum.
Hours	8am-4.00pm Monday-Thursday and Friday 8am-3.30pm Full-time, 37 hours per week term-time plus 3 weeks, including A Level & GCSE results days.
Commitment	The successful candidate will be responsible for the school's public and internal examinations. The job requires a high level of accuracy and the ability to communicate effectively with staff, students and external agencies, along with the ability to manage team members; the part-time Examinations Administrator and the casual Examination Invigilation Team.

The post holder will report to the Assistant Headteacher responsible for Examinations and Data within the school and will manage the part-time Examinations Administrator, along with a strong team of experienced casual Examination Invigilators.

# Job Description

## Summary of Job:

- The Examinations Officer is responsible for the administration and organisation of all aspects of internal and external examinations in accordance with the regulations laid down by the awarding bodies and school policy.

## Key responsibilities: the main responsibilities of the post will include:

- Liaising with all staff, eg heads of department regarding entries.
- Disseminating information, answering enquiries and dealing with complaints regarding external examinations with staff, students and parents/carers.
- Submitting accurate entries for external examinations to awarding bodies in advance of deadlines.
- Organising SEN provision, including liaising with the SEN coordinator regarding candidates with SEN; applying to awarding bodies for special arrangements for such candidates.
- Oversee administration for all other exams, e.g. internal school exams, casual admissions, CATs, BMAT etc.
- To keep informed of the role of Data Manager so as to be able to deputise for the Data Manager where appropriate.
- Ensuring the school is compliant with the current JCQ regulations for public examinations
- Managing the daily running of internal and external examinations. This will include:
  - Ensuring that all required materials are in the examination rooms for the start of the examinations and arrangements for candidates with special educational needs are in place.
  - Organising exam materials, providing safe custody of and organising examination stationery and materials, including question papers, in accordance with regulations.<sup>12</sup>
  - Organising the examination rooms, in accordance with regulations.
  - Providing a centre timetable to include dates, times, venues and number of candidates.
  - Resolving examination clashes in accordance with regulations.
  - Briefing candidates on examination regulations and producing written guidelines for staff and students; ensuring candidates are aware of their own examination timetables.
  - Collecting and dispatching worked scripts in accordance with the regulations.
  - Arranging invigilation, including briefing and training invigilators in school procedures.
  - Being present and available in school on all the days when results are notified, and overseeing the distribution of results to candidates (This is usually the last two weeks in August).
  - Producing analyses of examination results as soon as practicable.
  - Providing statistics on examination entries and results for the headteacher, senior management team, governors, Local Authority, DfE etc.
  - Checking DfE and other examination statistics before publication.
  - Overseeing the checking and distribution of certificates.
  - Processing enquiries about results and requests for return of scripts.
  - Ensuring that costs of retakes etc are reimbursed by candidates/departments, as appropriate.
  - Encouraging a positive examination culture in the school to which all staff and students subscribe.
  - Liaising with Government organisations as appropriate e.g. JCQ, OFQUAL.
  - Keeping up to date with the requirements of the role. Ensuring attendance at appropriate awarding body and other INSET training meetings, etc and keeping up to date with the latest procedures and regulations for external examinations.
  - Making external examination arrangements for private candidates.
  - Coordinate internal literacy support session, in conjunction with the English department
  - Arranging external examinations for non-curriculum subjects, eg English Speaking Board exams.
  - Making arrangements for internal examinations, including the production of the timetable, rooming and invigilation.

## Managing Staff and Finances

- Be responsible for the management, training and supervision of Examination Invigilators.
- Oversee the examinations budget.

**General Responsibilities:**

- To be available on an ad hoc basis to take part in covering lessons, school trips, taking responsibility for a group of students.
- Undertake appropriate training and professional development, as required by the school and in consultation with the line manager and Headteacher.
- Comply with school policies and procedures (including those relating to Equal Opportunities, Health and Safety, confidentiality and data protection) and uphold the ethos of the school.
- Undertake any other duties as required, commensurate with the post.

**Staff & Others Line Managed by the Post Holder:**

- Examinations Administration and casual Examination Invigilators.

**Safeguarding**

- Adhere to the requirements as set out in the current version of KCSIE
- Attend/Complete all MGGS training in relation to safeguarding
- Report all safeguarding concerns in a timely manner as specified by the school
- Ensure there is a culture of safeguarding within all areas of the role
- Be committed to safeguarding and promoting the welfare of children and young people.

Fulfil any other tasks reasonably requested by the line manager.

## Person Specification

A list of qualities required always looks daunting. However, we would like to reassure you that we are realistic, and more interested in you as a whole person rather than in a tick-list of your attributes. It is not expected that you will have had the opportunity to develop each of the skills to the same level. Please use the statement in support of your application as an opportunity to tell us about your strengths, or the elements of your work of which you are most proud, and the ways in which you could make a contribution to this school.

<b>Qualifications</b>	<ul style="list-style-type: none"><li>• A good standard of education including literacy and numeracy (at least GCSE Mathematics at grade B)</li><li>• A minimum of level 3 A level qualifications or equivalent</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>• Have good written, verbal, numeracy and analysis skills</li><li>• Ability to relate well to and communicate with school staff, candidates of all abilities, parents and carers</li><li>• Capacity for hard work and high expectations of self and students</li><li>• Ability to make difficult decisions and prioritise</li><li>• A commitment to raising standards and to ensuring maximum effectiveness in relation to the department's work.A commitment to raising standards and to ensuring maximum effectiveness in relation to the department's work</li><li>• Generosity of spirit</li><li>• Strong work ethic and capacity for hard work</li><li>• Willingness to contribute to extra-curricular activities</li></ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"><li>• ICT literate and able to use the internet, e.g. consult websites, access information, download material/make entries electronically, operate the school's database, produce and operate spreadsheet packages, produce analyses, use email.</li><li>• Be able to work in an organised and methodical way and have sound organisational and coordination skills.</li><li>• Be able to work accurately and to deadlines</li><li>• Be able to work effectively under pressure</li><li>• Be able to maintain confidentiality</li></ul>



	<ul style="list-style-type: none"> <li>• Have good supervisory skills</li> <li>• Knowledge of SIMS or similar school management system</li> </ul>
<b>Experience and training</b>	<ul style="list-style-type: none"> <li>• Experience of working with students</li> <li>• Experience of working within a secondary school</li> <li>• Willingness to take part in professional development</li> </ul>

## The Application Process

Application forms and full details can be found on our [Vacancies page on our website](#). Applicants should complete the application form and email it to [Ms Starns](#), PA to the Headteacher. Applicants are strongly encouraged to also complete our [Equal Opportunities & Recruitment Monitoring Form](#). References will be requested prior to interview.

## Important Dates

Closing date for applications: 8am on 28th January 2026  
Interview date: 2nd February 2026



*Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service. The School will undertake an online check of shortlisted candidates in accordance with the requirements of the current edition of Keeping Children Safe in Education. For more information please see our [Safeguarding Policy](#).*

Your application will be treated in the strictest confidence. Please see our GDPR and Data Protection Policy, Equality Policy, Child Protection Policy on our [website](#).

MGGS is committed to ensure that we develop a safe culture and that all steps are taken to recruit staff and volunteers who are safe to work with our learners and staff. MGGS will follow relevant guidance in [Keeping Children Safe in Education](#) (Part Three, 'Safer Recruitment') and from The Disclosure and Barring Service (DBS). It is an offence to apply for a role if the applicant is barred from engaging in regulated activity relevant to children. Please see the [Guidance on Rehabilitation of Offenders Act 1974](#) and the [Exceptions Order 1975](#).

