

Exams Officer

Downham Market Academy

Exams Officer Full-time/Permanent

Salary range: Scale 5: Point 12-17

Required: 1st September 2026

Working Hours: Monday to Friday

This role is for term time plus two weeks to be worked over school holidays. You must be available for results days in mid-August.

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.

Planning & 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 SENDCo 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 as required
- Make sure 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
- Make sure 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 SENDCo to implement access arrangements and reasonable adjustments as required
- Manage arrangements for the safe and secure storage and dispatch of completed examination papers

Results & data management

- Make arrangements for sharing results with students (e.g. results day)
- Make sure 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

Training & 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

Downham Market Academy can offer you:

- An aspirational culture where students and staff are encouraged to maintain high standards and be at the forefront of education
- Students who are ambitious, polite and hard-working
- The chance to contribute to planning an inspirational and knowledge-rich curriculum that is inclusive and enhanced by opportunities to learn outside the classroom
- A supportive and collaborative staff body that works closely with colleagues in other schools within our Trust
- Excellent facilities and equipment where all staff have their own laptop; students have their own iPad to use in lessons and at home and where the school community makes excellent use of IT to communicate, collaborate and learn more effectively
- A commitment to providing extensive and tailored CPD that allows all our staff to flourish
- A wellbeing package including reduced gym membership rates, partnerships with local restaurants, cycle to work scheme and a comprehensive mental health service

Whilst there is a published closing date for this vacancy, if a suitable number and calibre of applications are received in advance of this, we reserve the right to close the advert early and invite candidates for interview. Therefore, we strongly advise interested candidates to apply early to avoid disappointment.

Our Trust is committed to equal opportunities, to safeguarding and the promotion of the welfare of children, young people and vulnerable adults. All staff are expected to share this commitment and undergo the appropriate checks. All positions within the Trust are subject to enhanced DBS checks and satisfactory references. We do not accept applications by CV.

We welcome informal visits or discussions from potential candidates prior to application, to arrange please contact Kate Coupland on 01366 389124.

Downham Market Academy Safeguarding Policy: <https://dma.tela.org.uk/safeguarding-policy>

All shortlisted applicants should expect to be called for interview no more than 5 working days after the closing date. If you have not heard from us by then you can expect your application to be unsuccessful.

Closing Date: 16th June 2026