

# Rutlish School



## Examinations Administrator

### Job Information Pack

*Deadline: 10am on Wednesday, 3<sup>rd</sup> September 2025*



# RUTLISH SCHOOL

Watery Lane, Merton, London SW20 9AD  
Headteacher: Ms Laura Howarth

## Examinations Administrator

<b>Salary:</b>	£28,521 to £28,929(Full-time) £16,408 to £16,642 (Actual)
<b>Grade:</b>	ME5, Point 5 to 6
<b>Hours:</b>	21hours per week x 43weeks per year (Term-time plus 4weeks). Hours are flexible, but influenced by the Examinations Timetable
<b>Contract:</b>	Permanent
<b>Start Date:</b>	As soon as possible

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Rutlish School has an exciting opportunity in its' Examinations Department for an enthusiastic administrator who enjoys working as part of a highly effective team.

What we can offer?

Experience of working in an "outstanding" oversubscribed school. In September 2024, Ofsted rated Rutlish as "Outstanding" in all five areas of judgement.

The School is set in a conservation area close to Wimbledon town centre, with excellent transport links; London Underground, British Rail, bus routes and the tram are all close by. There is also ample on-site free parking for staff coming by car. Other benefits of working for Merton include; membership of the Local Government Pension Scheme, access to the Employee Assistance Programme for you and your family, discounted membership to Merton leisure centres, employee discounts on a range of leisure activities, from days out to magazine subscriptions, as well as hair and beauty treatments, courses at Merton Adult Education, entertainment events and discounts at local restaurants. You could also benefit from Merton's cycle-to-work scheme and have free membership to the Old Rutlishians Association who have events such as live acoustic nights and comedy nights. The benefit of regular professional development.

If you have a commitment to achieving high standards and would like to join our team, then we look forward to receiving your application. A Job Information Pack and application form can be found on the school website [www.rutlish.merton.sch.uk](http://www.rutlish.merton.sch.uk)

Completed application forms should be sent to [jobs@rutlish.merton.sch.uk](mailto:jobs@rutlish.merton.sch.uk) by **10.00am on Wednesday, 3<sup>rd</sup> September 2025**

**No Agencies or CVs please as these will not be considered for shortlisting**

*We are committed to safeguarding the welfare of children, therefore all applicants are required to undertake an Enhanced Disclosure & Barring Service check.*

*We fully support the London Borough of Merton's Equal Opportunities Policy.*

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## Job Description



**Post title:** Examinations Administrator

**Grade:** ME5 point 5-6

**Responsible to:** Lead Examinations Officer

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### Purpose of the job

To provide assistance and support to the Lead Examinations Officer in all aspects of the examination process for internal and external examinations.

### Main Duties

To assist and support the Lead Examinations Officer to ensure an efficient planning, preparation, development, organisation and running of the examinations season.

- Produce attendance lists, mailings, labels for exam desks etc
- Photocopy examination papers for trial examinations
- Ensure papers are stored securely and that appropriate stationery is available upon request
- Co-ordinate the running of an exam, including ensuring rooms are set up, the correct materials are available and invigilators are briefed
- Liaise with all stakeholders (parents, students, staff and examinations boards)
- To undertake any reasonable duties as directed by your line manager

### Administration

- Manage manual and computerised record/information systems
- Liaise with Departments as and when appropriate
- Co-ordinate invigilators, monitoring working patterns
- Maintaining the archive of historical examinations data
- Ensure site staff are aware of seating arrangements
- Monitor in-coming documents to ensure the correct papers are received from the examination boards

### Resources

- Operate relevant equipment/ use of school database
- Provide point of contact to staff, students and others
- Undertake research and obtain information

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## **Responsibilities**

- Attend and participate in School and Admin Team meetings
- Participate in training, development and performance management as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- To provide additional administrative support to other areas across the school as required
- To implement school policies, including safeguarding

## **Experience**

- Previous employment in a school or college, ideally working alongside an Exams Officer
- IT literate - with knowledge of data handling and data manipulation
- Competent in the use of spreadsheets, Word, databases, email etc
- Excellent organisation skills
- Good oral and written communication skills
- Attention to detail

## **Qualifications / Training**

- A good standard of general education and IT skills

## **Knowledge & Skills**

- Excellent organisational skills and an ability to produce work to meet tight deadlines
- Ability to communicate effectively and competently deal with enquiries from staff, students, parents and external bodies
- Flexible approach to hours of work during the peak examination season
- Good standard of numeracy and literacy
- An eye for detail
- Exercise a high degree of integrity and confidentiality when handling materials, candidate data and results

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## Person Specification



**Post Title:** Examinations Administrator

**Grade:** ME5 point 5-6

The Person Specification is strictly related to the requirements of the post as determined by the current Job Description. Short listing is carried out on the basis of how well you meet the requirement of the person profile. You should refer to these requirements when you complete your application form.

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### **A. KNOWLEDGE, SKILLS AND APTITUDES**

1. Ability to exercise initiative, work under pressure and manage conflicting priorities and deadlines (E)
2. Ability to maintain strictest confidentiality and integrity at all times (E)
3. Ability to communicate effectively and appropriately, both orally and in writing with a range of people including students, parents, staff and outside agencies (E)
4. Ability to work effectively as part of a team and on own initiative (E)
5. Ability to maintain accuracy when dealing with repetitive tasks (E)
6. Knowledge of developing and maintaining effective computerised and manual information systems including (E)

### **B. EXPERIENCE**

1. Administrative procedures and routines in a busy office environment (E)
2. Dealing with enquiries in person and by telephone (E)
3. Implementing efficient and effective administrative systems (E)
4. Prior experience working in an office environment (E)
5. Work well under pressure (E)
6. Knowledge of school administrative systems an advantage (D)

### **C. QUALIFICATIONS**

1. A good standard of general education and Maths and English (E)
2. Courses relating to IT training would be advantageous e.g. Word / Excel etc. (D)

### **D. OTHER REQUIREMENTS**

1. Physically fit – some low-level lifting involved (E)
2. Commitment to comply with the Council and School's Equal Opportunities and Health and Safety policies (E)
3. Exercise a high degree of integrity and confidentiality when handling materials, candidate data and results (E)
4. Ability to work flexibly between two school sites during the examination season (E)
5. To show a personal commitment to safeguarding and promoting the welfare of children and young people (E)

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