

Rutlish School



Examinations Officer

Job Information Pack

Deadline: 9.00am on Monday, 8th September 2025



RUTLISH SCHOOL

Watery Lane, Merton, London SW20 9AD

Headteacher: Ms Laura Howarth

Examinations Officer Starting ASAP

Post title	Examinations Officer
Grade	ME8 point 18 – 20 / £34,416 to £35,448 full-time (52 weeks per year / average of 35 hours per week)
Responsible for	Exams, Examinations Administrator and Examinations Invigilators
Responsible to	SLT with responsibility for Examinations
Line manager	Assistant Headteacher

Rutlish is a very successful, over-subscribed comprehensive school located in the leafy suburbs of Wimbledon. We have an exciting opportunity for an **experienced Examinations Officer** with good computer skills to lead our Examinations Team. In order to meet the current operational needs of the school this is a unique opening for the right candidate, as the working hours will be flexible based upon the examination timetable e.g. part-time during non-examination periods and full-time when examinations are in session.

For further information please download a copy of the Job Information pack from our website www.rutlish.merton.sch.uk.

Completed application forms should be submitted by **9:00am on Monday, 8th September 2025**. Please email your application to jobs@rutlish.merton.sch.uk

Please be aware that promising candidates may be called for interview before the closing date.

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

We are committed to safeguarding the welfare of children in line with Keeping Children Safe in Education. All applicants are required to undertake an enhanced Disclosure and Barring Service check. We fully support the London Borough of Merton's Equal Opportunities Policy.

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Job Description



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Purpose of the job

The Examinations Officer is responsible for the administration and organisation of all aspects of external and internal examinations for the academic year, in liaison with Senior Leadership Team and all stakeholders*, and in accordance with the regulations laid down by the awarding bodies.

The School delivers a range of courses. These include: GCE, GCSE, BTEC, OCR National, CATS and other assessments.

Duties & responsibilities

- Line and performance management of Examinations Administrator
- Co-ordinate a team of invigilators, with the support of the Lead Invigilators, including recruitment, training, management and deployment of invigilation staff
- Co-ordinate the preparation and submission of entries to examining bodies by creating and monitoring electronic marksheets
- Develop, organise and maintain complex examination and data systems in liaison with all stakeholders
- Ensure all examination papers and stationery and materials are delivered safely to the school, being responsible for their strict security and ensuring completed papers are dispatched promptly and appropriately
- Ensure all examinations start and finish appropriately in line with examination board regulations, including the conduct of any on-line examinations.
- Ensure students receive the necessary information about examination entries, dates and times of examinations, conduct during examinations and the collection of results and certificates and that this information is given in good time.
- Initiate appropriate correspondence with and responding appropriately to correspondence from the various examination boards
- Deal with issues relating to appeals, re-marking and other administrative issues such as students who miss examinations through illness or who require special consideration.
- Deal with enquiries from parents and students, including former students.
- Downloading results at the end of the Examination Season from the secure website, providing SLT with reports and broadsheets relating to the school's results and making appropriate arrangements for their distribution

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- Co-ordinate the appropriate dissemination of public examination results
- Meet, greet and accompany Examination Centre Inspectors upon their arrival and ensure the Headteacher is aware of the inspection.

General requirements

- Excellent organisational skills and an ability to produce work to meet tight deadlines with minimal supervision
- Exercise a high degree of integrity and confidentiality when handling materials, student data and examination results
- A flexible approach to hours of work particularly during the peak examination season
- The ability to communicate effectively and competently with enquiries from staff, students, parents/carers and external bodies
- Recognise own strengths and areas of expertise and use these to advise and support others
- Attend and participate in School and Admin meetings
- Participate in training, development and performance management
- To undertake other duties commensurate with the post as may be required by the School.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time-to-time without changing the general character of the post or the level of responsibilities entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

**Rutlish / Sixth form staff and students, Examination Boards, Parcel Force, Site staff and the Local Authority*

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Person specification



Post title Examinations Officer
Grade ME8 point 18 – 20

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.

A. Knowledge, Skills and Aptitudes

- I. Forward thinking with the ability to exercise initiative, work under pressure and manage conflicting priorities and deadlines. (E)
- II. Ability to communicate effectively and appropriately, both orally and in writing with a range of people including students, parents, staff and outside agencies, (E)
- III. Ability to manage projects and pieces of work to ensure their completion on time, to assess priorities and demands and meet them appropriately.
- IV. Ability to work collaboratively and effectively with senior members of staff, governors, parents and outside agencies (E)
- V. Ability to generate complex reports, documents and booklets using Information Technology (E)
- VI. Ability to work effectively as part of a team and on own initiative. (E)
- VII. Ability to maintain accuracy when dealing with repetitive tasks. (E)
- VIII. Knowledge of developing and maintaining effective computerised and manual information systems. (E)

B. Experience

- I. Experience of developing and reviewing administrative procedures and routines in a busy office environment. (E)
- II. Experience of dealing with enquiries in person and by telephone. (E)
- III. Experience of using IT at an advanced level - Sims (E) Examinations Package (D)
- IV. Experience of the examinations process at Secondary School level (D)

C. Qualifications

None specified

D. Other requirements

- I. Commitment to comply with the Council and School's Equal Opportunities and Health and Safety policies. (E)
- II. As you are dealing with student records confidentiality is essential (E)
- III. Ability to work flexibly in response to the needs of the service including attendance at evening meetings as required. (E)
- IV. Show a personal commitment to safeguarding and promoting the welfare of children and young people. (E)