



EXAMS OFFICER START: TO BE DISCUSSED AT INTERVIEW

Registered Office: King Ethelbert School, Canterbury Road, Birchington, Kent CT7 9BL
T: 01843 831999 | E: mail@kingethelbert.kent.sch.uk | W: www.kingethelbert.com

Coastal Academies Trust: a company limited by guarantee Registered in England: Company Number: 07552665

Job description

Post title:	Exams Officer Full Time- Grade 8 (£32,657 to £37,428) or negotiable dependant on applicant
Line manager:	Assistant Headteacher
Core purpose:	The Exams Officer at King Ethelbert School is responsible for the administration and organisation of all aspects of external and internal examinations in accordance with the regulations laid down by the awarding bodies. This role is crucial to ensuring the smooth running of the examination process, from the planning stages through to the distribution of results and certification.

Main responsibilities:

→ **Exam Planning and Preparation**

- ◆ Liaise with the Senior Leadership Team (SLT) and Heads of Departments to schedule all internal and external exams.
- ◆ Ensure accurate and timely entry of students for all examinations and Non-Exam Assessments (NEAs), including liaising with students and parents where necessary.
- ◆ Prepare and distribute exam timetables to staff, students, and parents.
- ◆ Ensure that all exam materials and venues are prepared according to the requirements of the exam boards and the JCQ

→ **Exam Administration**

- ◆ Manage the receipt, storage, and dispatch of examination papers and materials securely.
- ◆ Coordinate the recruitment, training, and deployment of invigilators including exam access.
- ◆ Ensure that all examinations are conducted in accordance with the regulations and guidelines set by the exam boards and the JCQ.
- ◆ Deal with any issues or emergencies that arise during examinations, including any cases of malpractice.

→ **Post-Exam Processes**

- ◆ Oversee the accurate collection, collation, and dispatch of completed exam scripts to the appropriate exam boards.
- ◆ Manage the processing and distribution of exam results to students and relevant staff.
- ◆ Handle enquiries about results, including requests for re-marks and access to scripts.

→ **Data Management and Reporting**

- ◆ Maintain up-to-date and accurate records of student entries, results, and other relevant data.
- ◆ Ensure compliance with GDPR and other relevant data protection legislation.

→ **Communication and Liaison**

- ◆ Act as the main point of contact for all examination-related queries from students, parents, and staff.
- ◆ Liaise with exam boards and other relevant bodies to stay informed about changes to exam regulations and requirements.
- ◆ Provide information, advice, and support to students and parents regarding the examination process.

Professional values and practice:

- To contribute to the overall ethos / work / aims of the school.
- To attend and participate in relevant meetings.
- To deal with any immediate problems or emergencies according to the school's policies and procedures.
- To undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities as may be required by the line manager or headteacher.
- To participate in training and other learning activities and an annual performance review as required.
- To undertake any other duties as may reasonably be required by the Headteacher.

Safeguarding:

- To follow school policies and procedures especially those relating to child protection and health and safety, reporting all concerns to the appropriate person.
- Help to create a school culture where students feel safe and that they can approach any member of staff with problems or concerns.
- Identify students who are at risk of harm, and know how to recognise the signs of abuse or neglect. All staff undertake regular safeguarding training and must be aware of the most up-to-date version of 'Keeping Children Safe in Education'.

King Ethelbert School is committed to safeguarding and promoting the welfare of children.

The post is subject to safeguarding checks including an Enhanced Disclosure application to the Disclosure and Barring Service and in accordance with the requirements of Keeping Children Safe in Education (2025), King Ethelbert School will undertake an online search via social media platforms of publicly available information concerning all short-listed candidates.

How to Apply: Via the Kent Teach website, or the school website.

Closing Date: Please apply as soon as possible but not later than
9am on Tuesday 10th February 2026

Dear Applicant

King Ethelbert is a mixed non-selective school of approximately 900 students. In the context of Thanet (Margate, Broadstairs and Ramsgate), it is one of the most popular non-selective schools each year, filled with first-choice students and long waiting lists for each year group. We have a wide range of abilities studying with us, including some students who have passed the Kent Test but want to be at their local school where they can be equally successful; such is our reputation. We were last visited by Ofsted in June 2024 and were again rated Good with the school receiving some extremely positive feedback. Particular strengths identified by Ofsted were; the positive relationships between staff and students, the school's high expectations for pupils' behaviour and the broad and ambitious curriculum delivered to all pupils.

The school's outcomes are strong consistently, but we are determined to ensure that we do not compromise the curriculum or breadth of educational experience that we offer, in order to achieve a positive Progress 8 score or increase Attainment 8. We want all of the students to be happy, confident and successful during their time here with us and use our ASPIRE values so that students know how to be successful in school.

King Ethelbert was one of the first state schools in the country to offer the International Baccalaureate Careers-Related Programme in the sixth form because it is the best post-16 educational offer in the world. We are a lead school for the IBCP and support many other schools in Kent, as well as welcoming visitors from across the world to see what the IBCP does for our students and how we can share good practice internationally as well as locally.

The commitment to work together lies at the heart of Coastal Academies Trust. The trust began as a federation between King Ethelbert and Dane Court Grammar School in 2009 and these two schools still share a governing body. Over the last few years we have been joined by Cliftonville Primary School, Hartsdown Academy, Royal Harbour Academy and Newington Primary School. As a trust our commitment to all schools is non-negotiable. All students who attend any one of our schools are valued and important and we have a collective responsibility to all. We are committed to making Thanet the centre of excellence for education.

The trust is fully invested in the continuous professional development of all its staff. We deliver bespoke leadership training to complement the new, revised NPQ programmes and give hands-on, practical experience and training to our aspiring and existing leaders at all levels.

If King Ethelbert School and the Coastal Academies Trust sounds like the place you would like to work - and you have the ambition, commitment, and passion necessary, then apply.

Should you require any additional information please contact Laura Pease, PA to the Headteacher, via personnel@kingethelbert.kent.sch.uk, or on 01843 831999.

More information about our school can be found by visiting www.kingethelbert.com.

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Tom Sellen
Headteacher





**KING ETHELBERT
SCHOOL**

www.kingethelbert.com

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for
prospectus**



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