



HARTFORD
CHURCH OF ENGLAND
HIGH SCHOOL

**EXAMS OFFICER
APPLICANT PACK**

JANUARY 2026

INTRODUCTION

Dear Candidate,

We are delighted to welcome applications for the permanent role of Exams Officer at Hartford Church of England High School. Our school is a great place to work! Our most recent Ofsted inspection in June 2023, demonstrated that we were a good and improving school and since that time our school has gone from strength to strength! We have brilliant students, talented and committed staff and supportive parents and are fully committed to making Hartford Church of England High School an exceptional place to learn and work.

Part of our drive towards continuous improvement has been through the development of our Associate Staff team, who are highly valued and integral to the successful operation of our school. Continuous Professional Development is key to this, with colleagues being trained in areas of their interest alongside teaching colleagues within the school – working in collaboration our staff teams are making the school a superb and vibrant community of which to be a part.

Due to the internal promotion of our current Exams Officer, we are now seeking a new Exams Officer at our school. The Exams Officer will be a key figure in the school's Operational Leadership Team and will, therefore, have the benefit of working alongside senior associate colleagues to ensure that the school's exams' processes are exceptional. The school also benefits from a high-quality, experienced, invigilator team, who themselves, bring a wide array of skills to our exams processes and procedures. Our invigilators are fantastic, are truly dedicated to our school and are determined to support our students in the best possible way. Further to this, three senior leaders support and oversee the work of the Exams Officer, ensuring that they are fully supported and have the appropriate resources to be able to undertake the leadership of examinations effectively.

Our school is blessed with exceptional facilities across a large site, with suites of new facilities and an expanse of green spaces. Examinations our undertaken in our sports hall, and nearby bespoke facilities, to ensure that students are able to concentrate in the best possible surroundings.

Hartford Church of England High School is an extremely popular choice for families within the Northwich area and beyond, with a growing reputation for our ethos and excellence. We are privileged to educate students who are enthusiastic to learn and who are great to teach. We have hugely supportive parents and committed staff and governors. We have extremely close working relationships with the Diocese, local authority and our colleagues in other schools.



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Our school is at the centre of the community in Hartford, and we are constantly looking to strengthen our commitment to one another, no matter what stakeholder we are. All that we do is centred around our core HART values of Happy, Achieving, Ready, Together, built on the Christian foundation of Love (caritas) and Truth (veritas). All members of our school community – students, staff, parents and governors – are expected to live out our values in their daily interactions and behaviours in school. If you share our vision and values and are determined to bring out the best in young people, providing them with the best possible examination experience, we want to hear from you!

If you are considering applying to be our Exams Officer, you are more than welcome to come and visit the school to find out more about the role and see all our fantastic students and staff, plus our facilities, first hand. Should you wish to do so please contact Sara Morris, Business Manager – Personnel by email - sara.morris@hartfordhigh.co.uk - who will be more than happy to arrange this for you.

Should you choose to apply for the role of Exams Officer, I look forward to receiving your application and welcoming you to Hartford Church of England High School in the near future.

Rachel Pickerill

Headteacher



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KEY INFORMATION

Job Title: Exams Officer

Contract: Permanent

Starting Date: 23rd February 2026 or as soon as possible thereafter

Contract Details: 37 hours per week (8:00am – 4:00pm Mon-Thurs & 8:00am – 3:30pm Fri),
41 weeks per year (term time plus 5 inset days plus 2 weeks worked in the school
holidays, one of which must be the week of the GCSE exam results in August).
Some flexibility in hours could be considered for the right candidate

Salary Info: Grade 6 SCP11 – SCP17 £28,142—£31,022 pro-rata (Actual Salary Payable
£25,527—£28,139p.a.)

Closing Date: **9:00am on Monday 19th January 2026**

Interviews: w/c Monday 19th January 2026

Applications are only accepted on completed school application forms, and they should be sent to sara.morris@hartfordhigh.co.uk.

Benefits:

For the successful candidate we offer a range of benefits to colleagues including:

- Membership of the Local Government Pension Scheme.
- An Employee Assistance Programme with a helpline providing support and advice on personal and professional issues.
- Working Rewards providing discounts and offers at all the major retailers as well as access to salary sacrifice schemes
- Access to an on-site fully equipped gym.
- Staff events and sporting activities to support the school family system.
- Optional staff collective worship.
- Daily free tea and coffee as well as other refreshments throughout the school year.



JOB DESCRIPTION

Exams Officer

Grade 6 SCP 11 – SCP 17

The role of Exams Officer at Hartford Church of England High School is to:

- Take the lead on all aspects of the exams process for the school including but not limited to:
- Liaising with examination boards
- Creating seating plans
- Liaising with other departments i.e. Estates Team, IT Team
- Arrange the distribution of examination results including arrangements for the GCSE exam results days in August.
- Plan and organise all in-school assessments throughout the school year.
- Lead the process for the distribution of exam certificates.
- Management of Invigilators including:
- Recruitment and appointment
- Ensure appropriate and compulsory training is given
- Arranging and scheduling invigilators as required
- Submission of timesheets to the Finance department to ensure payments are processed
- Work alongside the Senior Pastoral Lead – SEND, and Access Arrangements Assessor, to ensure that all students eligible for Access Arrangements have the support that they are entitled to across all year groups throughout all exams.
- Formalise Access Arrangements on JCQ platform, ensuring that a copy is saved in each student profile on Arbor.
- Ensure that Access Arrangements from testing reports are recorded on Arbor.
- Run individual reports for SEND access arrangements and ensure a copy is on each student profile on Arbor.
- Take the lead on the management and uploading of all data into SISRA for the school.
- Create marksheets in Arbor and manage the process for the inputting of all grades into the system for years 7 to 11.
- Prepare and send out to parents all reports regarding student progress throughout the school year.



- Ensure that options groupings are correct and students are placed in all classes for the start of each school year, delegating work to the Curriculum Support Officer as required.

Additional Responsibilities

- Attend all meetings as requested by the Headteacher or Senior Assistant Headteacher – Curriculum, Data & Assessment in relation to the role.
- Additionally undertake:
 - Fire marshall and first aid duties where applicable
 - Duties during the working day
 - All professional development as required for the role
 - Full participation in the performance management and appraisal process.
- Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by their Line Manager from time to time, up to or at a level consistent with the Main Responsibilities of the job.

Hartford Church of England High School is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the school on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to our Church of England ethos and Christian distinctiveness.

Responsible to: Senior Assistant Headteacher – Curriculum, Data & Assessment

Responsible for: Exam Invigilators

Policies and Documentation

- All exams policies
- All exams procedures
- Invigilator handbook
- Access Arrangements documentation
- Exam timetables
- Reports to parents templates



PERSON SPECIFICATION

Teaching Assistant - Person Specification

	Essential	Desirable	Evidence
Qualifications:	<ul style="list-style-type: none"> • 5+ Grade A-C or 4-9 GCSEs including Maths and English 		Application References Certificates
Experience:	<ul style="list-style-type: none"> • Working in a school office environment • Knowledge of a school MIS system e.g. Arbor, Sims • Ability to work bespoke databases • Knowledge and ability to competently use Microsoft Office including Word, Outlook and Excel 	<ul style="list-style-type: none"> • Previous use of schools MIS system • Knowledge of Excel to produce statistical information • Previous experience of working as an Exams Officer or with other colleagues invigilating an exams series 	Application References Interview
Special Aptitudes:	<ul style="list-style-type: none"> • Excellent keyboard skills • Ability to design reports and input and manipulate data • Excellent spelling, punctuation and grammatical skills • Attention to detail and ability to prioritise workload effectively • Ability to accept direction • Ability to proof-read documents • Ability to manage busy workload to achieve deadlines • Ability to use initiative 	<ul style="list-style-type: none"> • Willingness to undertake training • Flexible 	Application References Interview
Interpersonal Skills:	<ul style="list-style-type: none"> • Good team member • Drive and enthusiasm • Adaptable • Good communication skills • Good organisation skills • Punctual and good attendance record • Confidentiality and discretion 	<ul style="list-style-type: none"> • Unflustered approach to work • Approachable 	Application References Interview



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OUR SCHOOL VALUES

H

HAPPY

Showing respect to one another.
Looking after our mental and physical wellbeing.

R

READY

Being punctual, equipped and ready to learn every day. Wearing our uniform with pride.

A

ACHIEVING

Working towards our goals, both academic and extra-curricular. Showing resilience and not being afraid to fail.

T

TOGETHER

Working together in all things - building a school family characterised by tolerance and kindness.

LOVE 'CARITAS' &
TRUTH 'VERITAS'

"My command is this: Love each other as I have loved you."

"In the same way, let your light shine before others, that they may see your good deeds and glorify your Father in heaven."

John 15:12 and Matthew 5:16



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