

Examinations Officer

Are you passionate about helping young people succeed and shaping a positive experience during one of the most important stages of their education? Join Cranbourne, a thriving school rooted in the values of **Care**, **Challenge**, **Creativity**, and **Community**. We're seeking a highly organised and dedicated Examinations Officer to play a pivotal role in supporting our students and staff through all aspects of the examinations process.



About Us

Cranbourne is a welcoming, inclusive, and forward-thinking school, where dedicated staff and a diverse student body create a vibrant community. With our recent Ofsted inspection highlighting our strong practice and supportive culture, our school continues to grow. Our ethos is built on collaboration, innovation, and supporting each other to maintain a positive work-life balance.

The Role

We are looking to appoint an Examinations Officer who will lead the efficient, accurate, and compliant administration of all internal and external examinations across the school.

This varied and rewarding role includes:

- Overseeing all aspects of exam organisation, from entries and timetables to results and post-results services
- Ensuring full compliance with JCQ regulations and examination board requirements
- Working closely with staff, students, parents, and invigilators to ensure exams run smoothly and professionally
- Managing a team of exam invigilators, including recruitment, training, and deployment
- Handling access arrangements in collaboration with the SEND department to support students with additional needs
- Maintaining secure systems for exam papers, materials, and data

This is an exciting opportunity for someone who takes pride in accuracy, thrives on organisation, and wants to make a meaningful difference to the experience and success of young people aged 11–16.

We are looking for a candidate with:

- A genuine enthusiasm for working with young people and contributing positively to their educational journey
- Excellent organisational, communication, and time-management skills
- A proactive and flexible approach, especially during peak exam periods
- The ability to remain calm under pressure and work to strict deadlines
- A willingness to learn and undertake relevant training (experience in exams administration is beneficial but not essential)

What We Offer

We provide our staff with a wide variety of professional development opportunities. Alongside an excellent induction programme, we offer an inspiring working environment and outstanding ongoing professional learning to support and enhance your career.

Our Community

At Cranbourne, **Care** for students and staff is at the heart of all we do. We thrive on **Challenge**, inspiring students to achieve their full potential. We foster **Creativity** in our teaching and encourage students to think beyond the classroom. And, above all, we celebrate our **Community**, ensuring every member feels valued and supported.

Safeguarding Statement

Cranbourne and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

Salary: Grade D: £24,371 to £26,814 per annum (FTE: £27,780 to £30,564)

Hours: 37 hours per week (8am – 4pm daily)

Contract: Permanent, 40 weeks

Closing Date: 12pm, Friday 13 March 2026

How to Apply

To apply, please complete HCC's Support Staff form and email it to

s.owen@cranbourne.hants.sch.uk. For further information, contact Suzi Owen via 01256 868600.

Learn more about our school at www.cranbourne.hants.sch.uk.