

Egerton Rothesay School, Berkhamsted

Independent ages 6 – 19

An Inspiring School where pupils thrive

Rated excellent in all areas March 2020



Examinations Officer

Salary: £26,000 - £33,000

(September 2024)

ERS is looking for a well-organised, calm and capable Exams Officer to be responsible for managing the effective and efficient administration of external examinations for our special-needs pupils in accordance with the JCQ regulations and/or awarding body rules for exams administration in a consistent and secure fashion, thereby helping to maintain the integrity of the assessment process. An assistant Examinations Officer is already in post.

The appointed person will need to be an excellent communicator, able to liaise between exams boards, pupils, staff and parents.

ERS is a small school of 130 senior students who take a variety of examinations including GCSE, NCFE, ASDAN with various access arrangements. All our pupils have a special educational need.

This position is advertised for September 2024 but the starting date is negotiable.

Egerton Rothesay School is committed to safeguarding children and successful candidates will be subject to a Disclosure & Barring Service check.

To apply or for more information please contact:

Miss Natalie Heald: recruitment@eger-roth.co.uk

School website: www.eger-roth.co.uk

Closing date: 31st August 2024

(We reserve the right to make an appointment before the closing date, so early applications are encouraged.)