



Ribston Hall High School Vacancy

Assistant Examinations Officer

Grade: NJC scale points 8-12 £27,709 to £29,542, pro-rata £16,057 to £17,119 per annum

Hours: 20 hours per week (term-time, including INSET days and 1 week during summer holidays) plus additional hours to be worked during busy periods (total FTE 0.5794)

Contract: Permanent

Closing Date: 5th October 2026

Interview Date: w/c 12th October 2026

Start Date: As soon as possible

The Trustees of Ribston Hall High School are looking to appoint a positive and enthusiastic Assistant Examinations Officer on a part-time basis (0.5794 FTE).

Working with the Examinations Officer, you will ensure that all aspects of Examinations administration are dealt with in a professional, timely and accurate manner.

You will assist with the administration, organisation and smooth running of both the public and internal examinations for students who are entered by the school and any external candidates. You will also deputise for the Examinations Officer, when required.

With excellent administrative skills and attention to detail, you will ideally have experience or knowledge of the school examinations system, although full training will be provided.

Effective organisation skills together with the ability to manage and prioritise tasks effectively are essential. You will be required to work flexibly throughout the academic year and particularly during busy periods. During the public examinations season (May – June) you will be required to work up to full-time hours (this is incorporated within the 0.5794 FTE).

The salary is based on National Joint Council for Government workers scale, with access to the Local Government Pension Scheme.

To apply, please visit the school website www.ribstonhall.gloucs.sch.uk/vacancies and submit your **completed application form** via the website, **together with a covering letter (maximum of two sides of A4)** which outlines your experience and suitability for the role (CVs will not be accepted).

For an informal discussion about the role or to arrange a visit to Ribston Hall please contact Sandra Cable, Examinations Officer at sjc@ribstonhall.gloucs.sch.uk

The closing date for receipt of applications 5th October 2026 at 9.00am at 5.00pm. We however, reserve the right to appoint to the role before the published closing date. References will be sought prior to interview. Please note that as part of our safer recruitment, open internet searches will be carried out on all shortlisted candidates.



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Ribston Hall High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to an enhanced DBS disclosure.

Shortlisted candidates will be contacted and invited to interview. Due to the large number of applications that we anticipate we will receive, we are unable to provide feedback to unsuccessful applicants.