



## **Ribston Hall High School Staff Vacancy**

### **Examinations Officer**

<b>Grade:</b>	NJC SCP 21-25, £33,143 - £36,363 per annum (£29,900 - £33,544 pro rata)
<b>Hours:</b>	37 hours per week, 41 weeks per year (term time plus INSET plus two weeks in school holidays) (0.902 FTE).
<b>Contract:</b>	Permanent
<b>Closing Date:</b>	Sunday 12 <sup>th</sup> October 2025 at 11.59pm
<b>Interview Date:</b>	w/c 13 <sup>th</sup> October 2025
<b>Start Date:</b>	October 2025

An opportunity has arisen to join the friendly team at Ribston Hall High School as Examinations Officer. Working with our Senior Leadership Team, you will ensure that all aspects of Examinations administration are dealt with in a professional, timely and accurate manner.

As Examinations Officer, you will be responsible for overseeing and administering all external and internal examinations. With a dedicated Examinations Assistant, you will also manage a team of casual Exam Invigilators. With the opportunity to work flexibly, through the year to meet the demands, there is an expectation that you will work a minimum of 30 hours per week. This will increase during busy exam periods as required. The total annual FTE for the role is 0.902.

With experience in an exam's role in a School or College, you will be educated to a good general standard and have excellent communication skills. You will work well independently and as part of a wider team and be proficient at proactively planning and prioritising your workload, demonstrate a systematic approach to work.

Excellent IT skills and confident ability to use a range of Microsoft applications are essential. Experience and knowledge of the school examinations system or working in a similar role would be advantageous.

For more information on the role please visit the school website [www.ribstonhall.gloucs.sch.uk/vacancies](http://www.ribstonhall.gloucs.sch.uk/vacancies) to download the Application Pack and to see if Ribston Hall High School will be the best fit for you.

**To apply, please 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 as detailed in the Application Pack.

Should you wish to discuss any elements of the role or discover more about Ribston Hall High School please contact the Headteacher on [Head@ribstonhall.gloucs.sch.uk](mailto:Head@ribstonhall.gloucs.sch.uk)

The closing date for receipt of applications is 12<sup>th</sup> October 2025 at 11:59pm. We reserve the right to appoint to the roles 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.

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.