



Examinations Officer

Start Date: September 2025 (or earlier if possible)

37 hours per week all year round

Hours of work between 8.00am-4.30pm Monday-Thursday

8.00am- 4.00pm on Friday

Starting salary £34,787 (negotiable depending on experience)

Hillview Range 9 Points 24-29

WHY CHOOSE US?

Do you want to be part of a community which offers a positive, exciting and rewarding place to work? Hillview School for Girls is a popular, high achieving, non-selective school based in Tonbridge, Kent.

Our calm and focused environment, where students are keen to learn, achieve and appreciate their staff's dedication and support, are the main reasons why people love to work at Hillview.

This is a rare opportunity to join part of our school administration team.

We are seeking to appoint a highly organised and efficient Examinations Officer for the proactive administration, organisation and conduct of public and internal examinations. You will liaise with teachers, pupils, parents and awarding bodies in respect of examination requirements, entries, results and communications, ensuring that the school adheres to all awarding bodies' and JCQ regulations. You will be responsible for overseeing exam arrangements at Hillview and The View @ East Street.

Previous examination management experience highly desirable.

Responsibilities may vary but will include:

- Managing all examinations including entries, the implementation of EAAs and post results
- Ensuring staff and students are fully aware of JCQ, the Boards'/Centre's regulations concerning the conduct of examinations
- Creating/updating Centre policies relating to exams to ensure compliancy with regulations
- Liaising with Curriculum Leaders / Centre Leader regarding all examination entries and the timetable by which entries must be made
- Producing the examinations timetable (including rooming and invigilation) in liaison with the cover manager, the Heads of Key Stage and the SENCO
- Ensuring a high standard of Exam Invigilation through training of invigilators, ensuring coverage levels are sufficient and procedures and protocols are highly efficient

Please use the contact details below if you would like to discuss the role informally before making an application.

**Please return a completed application form, to Mrs A Dennett, HR Manager, Hillview School for Girls, Brionne Gardens, Tonbridge, Kent, TN9 2HE or by email: dennetta@hillview.kent.sch.uk
Tel: 01732 352793 Ext 180**

Closing date: Monday 2 June 2025

Interview date to be confirmed

The school may interview early in the case of an exceptional candidate

Hillview School is committed to safeguarding and promoting the welfare of all our students and we expect all staff to share this commitment. The successful candidate will be subject to an enhanced DBS check.