



CLAREMONT
FAN COURT SCHOOL



EXAMS MANAGER

JOB INFORMATION

THE SCHOOL



‘They (pupils) become respectful and tolerant young people, ready for their next steps and appropriately prepared to contribute to society in whatever way they can.’

ISI REPORT (December 2024)

Welcome to Claremont, a thriving independent coeducational HMC day school in Esher, Surrey, educating approximately 1,200 pupils aged 2 to 18, with an even balance of girls and boys. Founded in 1922, Claremont was built from small but very significant foundations which has shaped our current mission, vision and ethos today. Nearly fifty years ago, we became fully co-educational and are now a school of choice for families seeking a high-quality, well-established and caring co-educational education.

At Claremont, we recognise and nurture the potential of every individual, helping each pupil to achieve more than they ever thought possible. Our entire philosophy is underpinned by goodness, with core values of courtesy, respect, trust, moral integrity, and self-discipline guiding all that we do.

Claremont is known for focusing on the academic potential of our pupils, but never at the expense of their pastoral wellbeing; for a culture that

nurtures pupils’ limitless potential, not just in exams but also in equipping them with the skills to shape the world around them at university, in their careers and in the wider society beyond.

We prioritise, too, an understanding of character and the way in which our relationship with others are fundamental to our successes in life, university and careers. The focus on building character qualities ensures that our pupils leave as positive, caring members of the global community.

Teachers, staff, pupils and their families are expected to support and extend the atmosphere of respect, courtesy, the love of learning and the value of friendship that is held dear at Claremont. This peaceful and purposeful intent extends throughout every lesson and into the pastoral and co-curricular activities we offer.

MISSION, VISION, AND ETHOS



Mission

Our mission guides the ethos of the school and is a primary document for all who work at the school.

- To provide an environment where the God-given potential of every individual is recognised and valued. With this recognition comes the expectation of high personal achievement and moral standards and a developing awareness of our individual responsibility to each other and our world.
- To maintain a broad and forward-looking curriculum in which pupils are encouraged to think independently to meet the demands of a rapidly changing world.
- To encourage our pupils to awaken to all that is good and true within and around them in their spiritual journey of self-discovery.
- To equip our pupils with a strong set of values for future decision making.
- The following values are fundamental to everything we do: courtesy, respect, trust, moral integrity, self-discipline, love for God and man.
- The School embraces the whole Claremont family: pupils, parents, guardians, staff and governors in its mission, vision and ethos.

Vision

In accordance with our mission, Claremont Fan Court develops individuals who are outstanding citizens, aware of their responsibility to others and contribute positively to global society.

We realise this by being a high-quality school of choice where young people achieve more than they think is possible.

Ethos

Goodness underpins this school. Teachers, staff, pupils and their families are expected to support and extend the atmosphere of respect, courtesy, the love of learning and the value of friendship that is held dear at Claremont. This peaceful and purposeful intent extends throughout every lesson and into the pastoral and co-curricular activities we offer.

Young people leave Claremont as confident, contributing and caring members of the global community. They cherish the values that equip them to make a positive contribution and be a force for good in the world.

THE ROLE



The exams manager is responsible for the smooth, secure, and compliant running of all internal and external examinations at Claremont. The post-holder will be responsible for planning, organising and administering November and June public examinations (GCSE/GCE/Level 2 & 3, STEP exams), and all internal (GCSE & A level mock exams in November and January, Years 7-10 & Y12 annual summer exams, Y11 & 13 in-class spring assessments, Y10 & 12 resit exams) in the senior school, in accordance with JCQ (Joint Council for Qualifications) and CIE (Cambridge International Education) regulations where appropriate.

The exams manager will oversee a small, dedicated team of lead exam invigilators, and a broader team of exam invigilators, as well as the exams administrator.

The postholder will be pro-active, highly organised, with meticulous attention to detail, solutions focused and able to remain calm under pressure. A warm, professional manner and absolute discretion are essential.

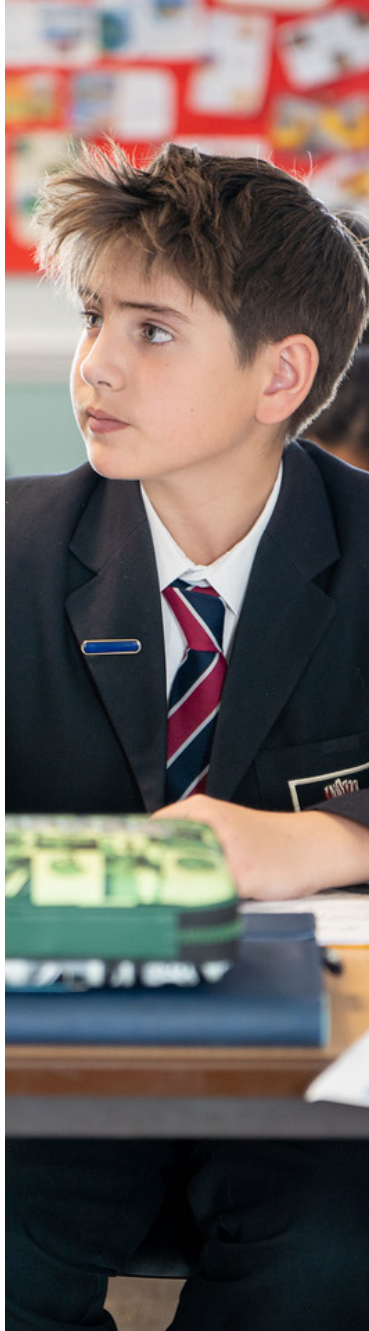
The exams manager will report to the deputy head, academic.

PERSON SPECIFICATION

Essential skills, experience and knowledge

- A high level of accuracy and good attention to detail, whilst working to deadlines.
- Efficient organisational skills and time management skills, with the ability to prioritise, manage workload and work effectively under pressure.
- Excellent communication skills and written skills.
- Excellent IT skills; able to use Word and Excel to a high standard as well as advanced IT proficiency with databases (experience of SIMS database desirable).
- A collaborative team player who is flexible and willing to support colleagues.
- Capable of working independently.
- Ability to remain calm and effective.
- Eager to learn and able to attend all INSETs.
- Previous exam officer or exam administration experience in a school environment is highly desirable.
- Experience of invigilation of public examinations desirable.
- Previous knowledge of JCQ procedures is highly desirable.
- Highly discreet, professional and trustworthy, with strong personal integrity.
- Ability to pick up regulations quickly and to work within those regulations.

RESPONSIBILITIES



Examination season preparation

- Coordinate all aspects of internal (Years 7–10, 12) and external (GCSEs, A levels, Level 2/3, Project qualifications) exams, ensuring accurate communication of entries, timetables, regulations, results, and post-results processes to staff, parents, and candidates.
- Stay up to date with JCQ, Ofqual and awarding body regulations. Brief the senior leadership team (SLT) and ensure invigilators receive required training.
- Update all examination related policies in line with JCQ changes and maintain documentation for inspection. Produce new policies as needed.
- Prepare for JCQ/CIE inspections, ensuring all compliance paperwork is complete, including conflicts of interest, invigilator and cyber security training records.
- Manage exam entries and estimated entries via the school's management information systems, 'Application to Collect' software (A2C) and awarding bodies, creating courses and marksheets on SIMS. Submit coursework marks, forms and entry changes on time.
- Liaise with the director of individual needs, the access arrangements coordinator, IT, deputy head (staff) and facilities to ensure appropriate exam access arrangements.
- Manage timetable clashes and arrange supervision, catering and facilities.
- Create candidate profiles on SIMS, ensuring accurate personal data.
- Produce candidate cards detailing access arrangements for all internal and external candidates.
- Manage the annual non-exam assessment (NEA) timetable for GCSE and A level, compliant with JCQ regulations. Maintain an appeals timetable and ensure timely submission of marks and uploads by departments.
- Coordinate with heads of departments, SLT and facilities to book venues, rooms and equipment, including IT and furniture.
- Produce seating plans and set up exam rooms according to JCQ requirements for all public exams and key internal exams.
- Provide annotated attendance registers (public exams) or session plans (internal exams) and detailed invigilator information packs.
- Oversee the internal exams for Years 7–9, in class assessments for Years 11 and 13 and resits for Years 10 and 12.
- Manage recruitment, training, availability, and assignment of external invigilators, including lead invigilators.
- Deliver initial and update training for new and existing teaching staff invigilators; schedule them to fill gaps and ensure adequate briefing.
- Produce and distribute statements of entry, individual timetables and the public exams handbook to parents and candidates.
- Manage ongoing changes to entries or tiers and adjust exam room arrangements accordingly.
- Collaborate with the head of modern foreign languages to arrange speaking exams (Year 10 and GCSE).
- Liaise with pastoral leaders on exam communications to parents and internal procedures (e.g. candidate registration).
- Maintain records of subject drops across year groups for audit and use in exam preparation and entries.
- Provide input on key exam information for curriculum materials such as booklets and exam preparation guidance.

RESPONSIBILITIES



Examination procedures

Take responsibility for the successful delivery and completion of the November and June public examination seasons (including STEP exams where needed), and internal school exams (November GCSE mocks, January A level mocks, Year 11 and Year 13 spring in-class assessments, Years 7 to 10 and Year 12 internal summer exams, Year 10 and 12 resit exams in September) including:

- Ensure full compliance with JCQ and school procedures, including the secure receipt, checking, and storage of all confidential examination materials.
- Oversee daily exam operations: manage venues, invigilation schedules and briefings, clash arrangements, second pair of eyes checks, secure paper distribution, downloading PDFs for ReadWrite/colour paper candidates, and verifying stationery, registers, and labels.
- Assemble, check, and package completed examination scripts for courier collection, and complete exam despatch records.
- Supervise invigilators to ensure smooth running of all exam rooms and confirm each room is correctly set up in line with JCQ requirements.
- Maintain detailed records of issues, absences, and potential special consideration cases; liaise

with senior academic and pastoral staff and communicate with parents where required.

- Submit special consideration applications with supporting statements to the relevant exam boards after the exam period.
- Participate in JCQ inspections and act on any recommendations before the next exam season.
- Enforce malpractice prevention procedures and address any concerns promptly with relevant colleagues.



RESPONSIBILITIES



Results and post-results

- Be available from A level results week onwards (minimum three days: Wednesday–Friday of GCSE/GCE results weeks) to:
 - Provide results to the Key Leadership Team on the day they are received electronically.
 - Ensure candidates receive their results on the scheduled distribution day.
 - Handle urgent post results issues, including UCAS queries (A level) and sixth form placement issues (GCSE).
- Manage the full enquiries about results process from results day to the end of September, including all script access and review requests, and maintain accurate records for Accounts once completed.
- Oversee the distribution of exam certificates in November and January, ensuring delivery to students and ex students and tracking receipt/signatures until all are confirmed.
- In January, collate and distribute November GCSE resit and EPQ results and process any associated post results requests.

The duties and responsibilities above are indicative and may vary over time in line with the needs of the school.

WORKING AT CLAREMONT



Claremont is more than just a school; it is a community. We are dedicated to creating a supporting, caring, and welcoming workplace where every employee can thrive. Diversity is celebrated, individuality is valued, and professional growth is encouraged and supported.

Our dedicated staff are our greatest strength. From the moment you join, you will receive a comprehensive induction and ongoing opportunities for professional development. Whether you are in a teaching or support role, you will be part of a team that works collaboratively to make a real difference.

We strive to attract outstanding individuals to join our teaching and support teams: our teachers are highly qualified, passionate professionals committed to inspiring every pupil and our support staff are integral to the success of the smooth and effective operation of our school. Above all, we are all dedicated to nurturing each pupil's unique talents and unlocking their limitless potential.

Location

Set in 100 acres of historic grounds in Surrey, Claremont is conveniently located just outside Esher town centre, with easy access to the A3, M3, and M25, and excellent rail links to central London, Guildford, Hampton Court, and Reading from Claygate or Esher stations. There is ample free parking, cycle storage, and local bus services are readily available.

The area combines the space and natural beauty of the Surrey countryside, including the Surrey Hills Area of Outstanding Natural Beauty, with the culture, shopping, and entertainment of London, Kingston, and Guildford just a short journey away. Outdoor enthusiasts can enjoy walking along the River Thames, exploring Richmond Park and Bushy Park, or visiting neighbouring National Trust properties such as Claremont Gardens, or cycling and hiking at Box Hill.

Local attractions include Hampton Court Palace, RHS Wisley Gardens, and Sandown Racecourse, as well as theatres, cinemas, music venues, and sports clubs, providing plenty of opportunities for relaxation and recreation.

EMPLOYEE BENEFITS



At Claremont, we are committed to attracting and retaining truly exceptional staff by offering a competitive benefits package that supports both professional growth and personal wellbeing:

Reward and Recognition

- Competitive salaries, reflecting qualifications, experience, and expertise.
- Generous defined contributory pension scheme.
- Comprehensive life assurance.
- Staff fee remission for eligible employee's children at Claremont who satisfy the admissions criteria following successful completion of probationary period.

Professional development

- We foster a strong culture of continuous professional development, with encouragement at the highest level for ongoing training, further qualifications, and career progression.

Wellbeing and Support

- Access to a confidential counselling service for employees and eligible family members (aged 18+), available 24 hours a day, 365 days a year.
- Annual flu vaccinations provided free of charge.
- An active social and wellbeing committee organising a varied programme of regular social

events and activities, from book clubs, running clubs and quizzes to sporting and social gatherings.

- Access to the school gym at agreed times.
- Family-friendly policies designed to support a healthy work-life balance, including enhanced maternity and paternity pay.

Meals and Refreshments

- Complimentary lunches during term time, freshly prepared by our outstanding catering team.
- Free tea, coffee, and refreshments available throughout the school day.

Parking

- Free, onsite parking available for all staff.
- Cycle storage area.

Cycle to work scheme

- Access to Cyclescheme, allowing employees to purchase bicycles and accessories up to the value of £2,500.

Holiday camp discounts

- Discounted rates for Claremont holiday camps for permanent staff during school holiday periods.

SAFEGUARDING AND EQUAL OPPORTUNITIES



Equality, diversity and inclusion

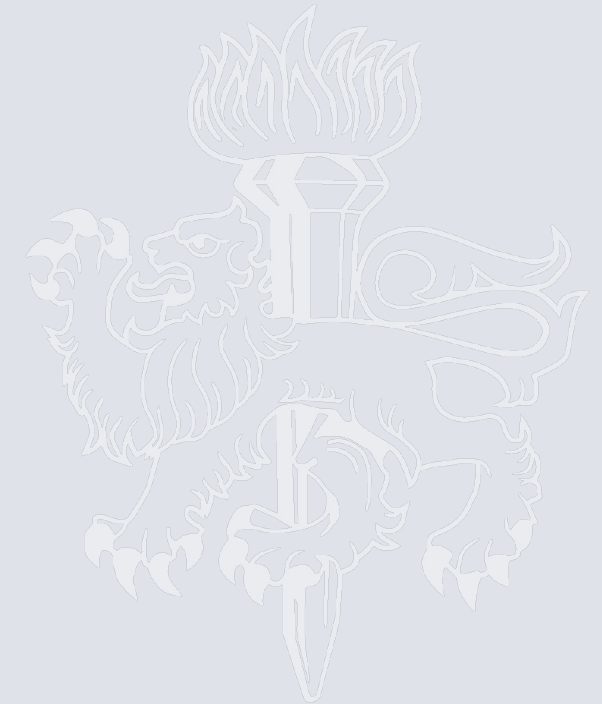
We are proud to be an equal opportunities employer and welcome applications from suitably qualified candidates from all backgrounds. We are fully committed to providing a friendly, positive, caring and professional working environment in which equality, diversity and inclusion are actively promoted, and all members of the Claremont community are treated with dignity and respect, free from discrimination, harassment or inappropriate behaviour.

We value individuality and seek to build a workforce that reflects the diversity of the community we serve. In accordance with the Equality Act 2010, we do not discriminate on the grounds of any protected characteristic, including age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race (including colour, nationality and ethnic or national origins), religion or belief, sex, or sexual orientation.

The school is committed to ensuring equality of opportunity throughout recruitment, employment and career development, making reasonable adjustments where required, and fostering an inclusive environment in which all members of the school community feel valued, respected, supported and able to thrive.

Safeguarding

Claremont Fan Court School and its staff are committed to safeguarding the welfare of children. Successful applicants will be required to undergo screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is an offence for any person barred from working with children to apply for this post.



TERMS AND CONDITIONS



Salary:

£40,000 FTE, actual salary based on 40 hours per week for 40 weeks per year is £35,242.

Hours:

The role requires a high degree of flexibility in working hours. Core hours of 8:00am to 4:30pm will apply for most of term time; however, the demands of the examinations cycle mean that hours may increase during peak periods, with quieter periods elsewhere in the academic year.

During the summer holiday period, the post-holder will be expected to work a minimum of three days per week for three weeks, starting from A Level results week through to the beginning of the Autumn term. Outside this period, some work will be required during school holidays, but the post-holder will have considerable flexibility in choosing when these hours are worked.

Please ensure you read the school's Recruitment, Disclosures and Selection Policy, Safeguarding Policy and Applicant Privacy Policy on our website.

Interested applicants should complete an application via our recruitment portal. If you have any questions about the application process, please contact jobs@claremont.surrey.sch.uk

References may be taken up at any stage during the recruitment process.

The closing date for applications is
9:00am Monday 16 March 2026

Applications for this role will be considered as they are received. Interviews, and any subsequent offers, may be made at any stage of the process. Candidates are therefore encouraged to submit their applications at the earliest opportunity.

Interviews are expected to take place during the week commencing 23 March 2026.



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