

# BISHOP RAMSEY SCHOOL



## EXAM OFFICER

CANDIDATE INFORMATION • JUNE 2026

Part of the Veritas  
Educational Trust



# INTRODUCTION FROM OUR HEADTEACHER

**Dear Colleague,**

Thank you for your interest in joining Bishop Ramsey School, part of the Veritas Educational Trust. We are a Church of England school shaped by the belief that every member of our community carries great dignity and worth. Together, we work toward our vision that students and adults may flourish and enjoy the fullness of life.

Our approach is built on three strands:

- Loving - the development of good character and care for others
- Learning - excellence in discovery, progress, and achievement
- Living - broad experience and preparation for life beyond school

Building on our history of excellence and academic success, we are forward-looking and constantly evolving to prepare students for an ever-changing future. Our recent SIAMS and Ofsted inspections affirm the strength of our vision and the inclusive nature of our community, and our exam results consistently rank highly both locally and nationally.

We welcome applicants from all backgrounds who share our commitment to education, dignity, and community. If this resonates with you, I encourage you to apply, and I look forward to meeting you.

Warm regards,

**Malcolm Britton**  
Headteacher



## Key Stage 4 Performance Data - Summer 2025

Measure	Bishop Ramsey School	Hillingdon LA	England
Attainment 8 (all students)	55.9	47.7	45.9
% achieving Grade 5+ English & Maths	59.0%	49.3%	45.2%
% achieving Grade 4+ English & Maths	78.1%	68.3%	64.5%

# OUR VALUES AND AIMS

## OUR VALUES

Bishop Ramsey School is a Christian Learning Community. We recognise that every individual is created in the image of God. We seek to nurture each member of our community to develop his or her skills and abilities in a positive and ordered learning environment, so that students mature into responsible and caring adults, and that all members of the school community recognise the value of every individual in God's eyes.

As a Church of England School we wish students to grow in the Christian faith. While being firmly committed to this, we encourage an understanding of and a respect for other faiths.

The principle of Christian stewardship underpins our approach to the use of the school's resources. Our approach to our relationships is based on the Christian view of God's love for each of his human children and of Jesus' command to forgive and love our fellows.

We base our approach to achievement and the provision of opportunities for development on Jesus' statement that he came to offer 'life in all its fullness' (John 10.10).

## OUR AIMS

- Every learner is an empowered learner.
- Every lesson is an excellent lesson.
- Every day at school is a rich experience.
- Every relationship is a positive encounter.
- Each school community looks outwards and beyond.

We achieve our aims by:

- **Loving** so that every day at school is a rich experience and every relationship is a positive encounter.
- **Learning** so that every learner is an empowered learner and every lesson is an excellent lesson.
- **Living** so that students learn to look outwards to the world and beyond to God.



# HILLINGDON AND THE SURROUNDING AREA



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- 1 Pathway in Ruislip Woods
- 2 Manor Farm House in Ruislip, built in the 16th century
- 3 Hillingdon Court Park
- 4 View across Ruislip Lido
- 5 Windsor Street in Uxbridge town centre



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**The name 'Hillingdon' appears in the *Domesday Book (1086)* and Veritas Educational Trust has its offices at Ruislip in the northern part of the London Borough of Hillingdon.**

Hillingdon is a large borough and borders the London Boroughs of Harrow, Ealing and Hounslow to the east and the counties of Buckinghamshire and Berkshire to the west and Hertfordshire to the north.

With excellent transport routes, including being the home of Heathrow airport, and with easy access to the A40, M4 and less than half an hour by train or tube into the centre of London, the borough benefits from many first-class schools, a wide variety of restaurants and different types of housing.

With a wealth of green spaces and parks, Hillingdon enjoys the advantages of being a London borough but has the feel of a suburban oasis.

A short drive or train ride across the northwest boundary into Buckinghamshire leads to the uncrowded, beautiful rolling green English countryside of the Chiltern Hills, most of which is designated an Area of Outstanding Natural Beauty (AONB), and a little further north west is Oxfordshire.

Many of our staff live in the surrounding Home Counties and choose to travel the relatively short distance into London to work.

# INFORMATION ABOUT THE POST

## EXAMS OFFICER

**Grade** Scale 6 FTE salary £36,585

**Actual salary range** £25,236 - £25,992 per annum

**Working hours** Annualised hours (1146 per annum) with flexibility to fit the exam and assessment cycle as agreed. To include 8 days in August for exam results day work.

**Immediate supervisor** Assistant Headteacher

**Contacts (internal)** All teaching and relevant support staff

**Contacts (external)** Parents/Carers, External Agencies (including JCQ and Exam Boards), Inspectors

### MAIN PURPOSE OF THE POST

- To lead and manage the complete external examinations process and significant elements of internal examinations
- To communicate with the Senior Leadership Team, Subject Leaders, teaching staff, parents/carers, students, and examination boards as appropriate and to manage casual invigilators to ensure the process runs smoothly
- To manage exam-related expenditure

### MAIN DUTIES & RESPONSIBILITIES

#### 1 Lead and manage the complete exams process

- Lead, manage and administer external examinations
- Lead, manage and administer internal examinations for Year 10 upwards
- Manage and supervise CATs tests in Year 7 and catch-up sessions
- Ensure that the conduct and running of all external examinations complies with the regulations set out by the Joint Council for Qualifications (JCQ) as well as school procedures

and that all processes are carried out with integrity

- Manage exam entries and estimated entries required by awarding bodies. Ensuring internal stakeholders complete Centre Mark and Digital Media submissions and that these are uploaded and that correct student samples of coursework/NEA are despatched on time
- Import, download and disseminate exam results
- Manage all reviews of marking and moderation, including access to scripts and re-sits
- Manage the receipt of external exam papers, including their safe storage and ensuring all exam papers are packed and dispatched in accordance with exam board rules

#### 2 Communication, Management, Teamwork

- Communicate effectively with staff, parents/carers, students and examination boards to ensure the smooth running of the examinations system
- Liaise with school leadership staff to establish best working practices and policies covering the organisation of exams and mandatory reporting requirements
- Manage and organise invigilators, including recruitment, training, and reviews
- Liaise with staff, parents/carers, and students to process special consideration requests and to deal with any queries or complaints relating to exam entries, conduct of exams and NEA/coursework

#### 3 Budget management

- Operate the exams budget effectively - managing budget expenditure and authorising spending

#### 4 Other

- To carry out duties as may be required from time to time commensurate with the overall responsibility of the post

- To safeguard and promote the welfare of pupils in your care and ensure all Health and Safety regulations covering staff and pupils are complied with
- Work towards and support the school vision and the current school objectives outlined in the School Development Plan
- To comply and actively promote school policies, including Safeguarding and Health and Safety
- To promote positive student conduct. To confront negative student conduct and take appropriate steps to deal with it
- To deal with all telephone and personal enquiries efficiently, sensitively and effectively
- To participate in the School's performance management process
- To undertake training and development relevant to the post

# PERSON SPECIFICATION

E Essential D Desirable A Assessed by application I Assessed by interview process				
<b>Qualifications &amp; requirements</b>	<b>E</b>	<b>D</b>	<b>A</b>	<b>I</b>
Good general level of education including Maths and English at GCSE grade C or above	●		●	
<b>Experience</b>	<b>E</b>	<b>D</b>	<b>A</b>	<b>I</b>
Experience of using ICT to support admin. including Microsoft Excel and Word	●			●
Experience of administering database systems involving large numbers of staff and/or students or large data sets	●			●
Successful experience of dealing with a range of routine office tasks	●		●	●
Experience of working to very tight deadlines	●			●
Experience of working in a school environment		●	●	●
Experience of working with young people		●		●
<b>Knowledge and skills</b>	<b>E</b>	<b>D</b>	<b>A</b>	<b>I</b>
Competent and effective user of IT, including Excel and Word and having the ability to use/learn to use Arbor (school database) at pace	●		●	●
Ability to work to a very high level of accuracy	●			●
Excellent organisational and administrative skills including the ability to work to deadlines and the flexibility to take on new tasks as they arise	●			●
Ability to work flexibly - including longer hours during exam seasons	●		●	●
<b>Personal qualities</b>	<b>E</b>	<b>D</b>	<b>A</b>	<b>I</b>
Ability to work under pressure and remain calm	●			●
Abilities to lead, work as part of a team, to work independently and to think laterally and creatively	●			●
Strong written and oral communication skills and the confidence to work effectively with staff, students and parents	●			●
To be flexible in your approach to your duties	●			●
The ability to be assertive but fair in all dealings with students	●			●
Commitment to equal opportunities and the equal value of all members of the school community	●		●	●
Sense of humour		●		●
<b>Special requirements</b>	<b>E</b>	<b>D</b>	<b>A</b>	<b>I</b>
Sympathy with the aims of a Church school and support for the ethos and mission statement of Bishop Ramsey Church of England School	●		●	●

# APPLICATION AND SELECTION PROCESS

## OUR CANDIDATE CHARTER

We want every candidate to have an informed, engaging and positive experience, and to support this we've created our Candidate Charter which outlines our commitment to you.

We will:

- provide you with clear, accurate and timely information;
- give you the opportunity to ask questions – and we will ensure you get the answers you need;
- respond to enquiries promptly, and usually within 24 hours during the working week;
- adopt a fair and consistent assessment process;
- make sure you have all the documentation and details you need for an interview, well in advance;
- provide you with real insight about what it's like to be part of our team;
- ensure all offers are fair and equitable; and
- seek feedback on your experience at every opportunity, so we can continue to improve.

In return we ask that you:

- be honest and upfront about your experience, aspirations and motivations;
- provide open and accurate information when submitting an application;
- always give yourself the best opportunity to succeed – research who we are and how we work;
- let us know if situations change in relation to your interest – and help us understand why; and
- prepare yourself for interview and let us know how we can support you.

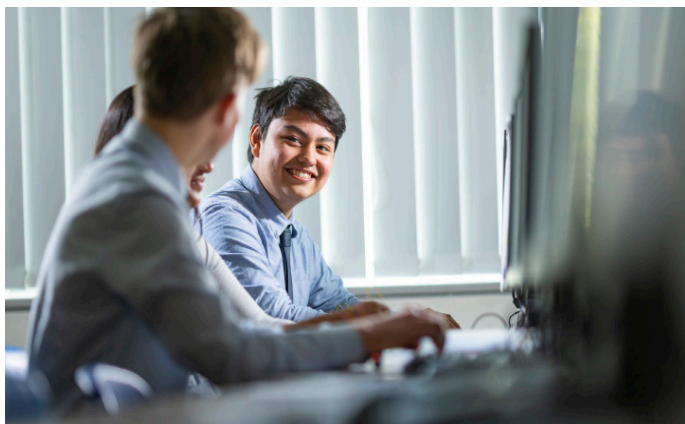
## OUR COMMITMENT TO YOU

- **Transparency** We will treat you with respect, honesty and fairness.
- **Protecting your privacy** We will ensure your information is secure and handled sensitively.
- **Understanding** You will be given everything you need to make informed decisions.
- **Showcasing talent** We will provide a good opportunity for you to share your skills, experience and potential.
- **Feedback** We will provide constructive feedback professionally and promptly.
- **Listening** We welcome feedback and we will act on what you have to share.
- **Inclusivity** Our hiring decisions align with our commitment to create a high-quality, diverse and inclusive workforce.



Veritas Educational Trust and Bishop Ramsey CE School are signatories of the London Diocesan Board for Schools' Anti-Racism Charter. Click [HERE](#) for more information about our approach to Equity, Diversity & Inclusion.

# SAFER RECRUITMENT IN EDUCATION



**Veritas Educational Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.**

The aims of our Safer Recruitment Procedures are to help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them.

## WHAT WE WILL PROVIDE

All applicants for all vacant posts will be provided with:

- a job profile outlining the duties of the post, including safeguarding responsibilities;
- a person specification which will include a specific reference to suitability to work with children; and
- a Veritas Educational Trust application form.

All applicants will be required to complete this application form, containing questions about their academic and full employment history and their suitability for the role.

In addition, all applicants will be required to account for any gaps or discrepancies in employment history.

## REFERENCES

All formal offers of employment for support staff are subject to appropriate DBS checks, a medical health check and receipt of satisfactory references which are taken up at the formal offer stage. Referees will be asked about:

- the referee's relationship with the candidate;
- details of the applicant's current post and salary;

- performance history and conduct;
- any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired;
- details of any substantiated allegations or concerns relating to the safety and welfare of children; and
- whether the referee has any reservations as to the candidate's suitability to work with children.
- If the referee has any reservations, the Trust/school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

## INTERVIEWS

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

## PRE-EMPLOYMENT CHECKS

An enhanced DBS check is required for all successful applicants and this should be completed prior to the start of employment with us. This will include checks against barred lists and teacher prohibition lists. Appointees who have spent more than three months outside of the UK since age 18 will additionally be asked to apply for an overseas criminal records check, about which our HR Team will provide advice.

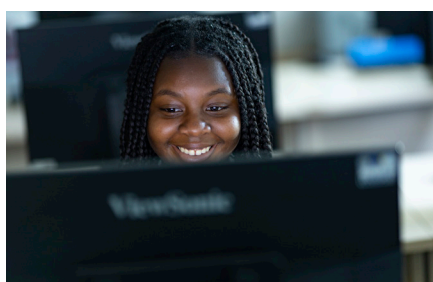
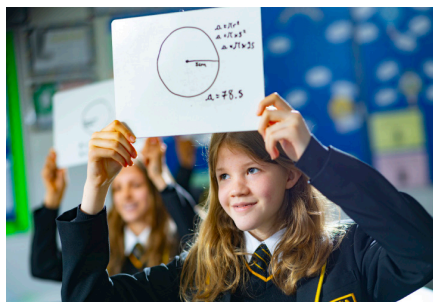
## KEEPING CHILDREN SAFE IN EDUCATION (KCSIE)

Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability. If shortlisted, the following information will be asked for: Social media platforms on which you have accounts, account names/handles, websites you are featured in or named on, any other publicly available online information about you of which the school should be made aware of.

For more information on our approach to safeguarding, click [HERE](#).

**VERITAS EDUCATIONAL TRUST IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE**

# HOW TO APPLY FOR THIS POSITION



## INFORMATION FOR APPLICANTS

### CLOSING DATE

The closing date for applications is **10am Monday 8th June** with interviews taking place in the following week. We reserve the right to interview prior to the closing date or close the advert early.

### APPLICATION FORM

An **Application Form** for the post can be downloaded from the [Work with Us](#) section of our website. It must be completed in full and applicants should directly address the skills and experience outlined in the person specification. An **Equal Opportunities Monitoring Form** must also be completed and this can be found in the same place. Both should be submitted as detailed in the candidate pack.

Once completed, both forms should be emailed to [recruitment@bishopramsey.school](mailto:recruitment@bishopramsey.school)

### MORE INFORMATION

For more information about this position, or to have a confidential discussion about the role, please contact Joe Kennedy, Head of HR, on [01895 671082](tel:01895671082) or email [jkennedy@bishopramsey.school](mailto:jkennedy@bishopramsey.school)

**We look forward to hearing from you.**

# BISHOP RAMSEY SCHOOL



## Bishop Ramsey School

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## Veritas Educational Trust

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Part of the Veritas Educational Trust

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