



**FUTURE
ACADEMIES**
LIBERTAS PER CULTUM



Exams Officer / Admin Assistant Recruitment Pack



WELCOME FROM OUR PRINCIPAL - Rowan Pearson

Dear Applicant,

I am delighted to welcome you to Phoenix Academy, one of the leading schools in London. Phoenix was founded with the core vision of '*Freedom through Education*'. We believe that by offering a world-class education alongside nationally leading career and co-curricular opportunities, we empower our students to leave us with the freedom to choose the life they want.

As part of our team, you will contribute to an inspiring community where **excellence** is at the heart of everything we do. Phoenix is a school that everyone can be proud of, and our commitment to **outstanding teaching and learning** is second to none. Our educators, who have studied at some of the best universities in the world, bring a wealth of expertise and dedication to their work, making a profound difference in the lives of our students. It is this calibre of teaching that allows us to demand the highest standards from our students, including exceptional levels of hard work, politeness, and attendance.

Thank you for your interest in the **Exams Officer / Admin Assistant** role. This is an exciting opportunity for an enthusiastic and dedicated individual to join our team and contribute to the continued success of Phoenix Academy.

Future Academies is passionate about diversity and inclusivity. We welcome applications from individuals who have the skills and experience to fulfil the requirements of the job description and whose values align with the ethos of Phoenix Academy. We encourage applications from candidates of all backgrounds, regardless of any protected characteristic.

If you are passionate about working in an environment that values **academic excellence**, **personal growth**, and the development of future leaders, we'd love to hear from you. I look forward to meeting you and showing you what makes Phoenix Academy so special.

If you would like to discuss the role in more detail, please do not hesitate to contact Tara Hulbert, HR/Office Manager, via email at t.hulbert@phoenix.futureacademies.org.

Thank you again for your interest, and we look forward to receiving your application.

Best wishes
Rowan Pearson
Principal



JOB DESCRIPTION

JOB TITLE:	Exams Officer / Admin Assistant
LINE MANAGER:	Assistant Principal (Data & Assessment) & HR/Office Manager
HOURS:	36 hours per week, Term Time + 2 weeks
SALARY:	<p>NJC Support Scale 4, Range 7- 11 (£30, 987 - £32, 817 FTE)</p> <p>Actual Salary £27, 578.86 – £29, 207.59</p> <p>Starting salary to be confirmed upon appointment, subject to experience.</p>
PLACE OF WORK:	Phoenix Academy
RIGHT TO WORK:	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations will be required in accordance with the statutory guidance
STAFF BENEFITS:	<p>Future Academies recognises its employees as the most important asset and critical to its success. To demonstrate this all staff are offered the following benefits:</p> <ul style="list-style-type: none"> • A supportive ethos and concern for the well-being of all colleagues. • Excellent CPD opportunities and career progression. • Employer Contributions to Local Government or Teachers Pension Scheme. • Mintago – employee benefits platform. • Employee Assistance Programme. • Access to a Virtual GP • Eye Care Voucher scheme. • Partnership with YellowNest -Salary sacrifice childcare.
For further information regarding our staff benefits, please visit our website .	
PROBATION PERIOD:	The post holder will be required to complete a 6-month probation period

PURPOSE OF THE ROLE

The Exams Officer / Admin Assistant plays a vital role in ensuring the smooth and efficient administration of all aspects of internal and external examinations within the school, in line with awarding body regulations and school policies. This role supports the academic achievement of students by overseeing the accurate organisation, scheduling, and running of exams. In addition, the Exams Officer / Admin Assistant will support with key administrative tasks that contribute to the general operation of the school.

The Exams Officer / Admin Assistant is responsible for maintaining the integrity and security of the examination process, supporting students and staff, and delivering high standards of administrative support across various school functions. The postholder must demonstrate excellent attention to detail, strong organisational skills, and the ability to manage multiple priorities in a dynamic school environment.



MAIN RESPONSIBILITIES AND TASKS

- To set up and maintain subject specific mark sheets in line with the trust assessment policy.
- To update and maintain the assessment module and ensure that assessment data held on pupils is accurate and complete.
- To be responsible for the organisation and administration of all aspects of school's external and internal examination processes.
- To ensure that Curriculum Leaders and the Senior Leadership Group are kept informed of all correspondence / publications of a general or specific nature which are received from the Examination Boards.
- To act as liaison between Curriculum Leaders and Awarding Boards over syllabus requirements, results queries, issues relating to individual needs of students.
- To develop and operate systems which will ensure the accurate collection, collation and checking of external examination entries, in a timely manner to avoid late charges.
- To ensure that all examination entries and amendments, where necessary, are submitted in the appropriate format and by the required deadlines.
- To maintain all associated records.
- To issue individual timetables to pupils when entries are confirmed.
- To plan the use of rooms/ equipment/ resources in response to the regulations / requirements of the Examination Boards.
- Manage secure storage of papers, adequate stocks of materials and prompt return for assessment.
- Organise the dissemination and collection of question and answer papers.
- Produce / compile an attendance register.
- Manage seating arrangements ensuring seating is conducive to fair testing.
- Manage pupil behaviour before, during and on exit from the examination room.
- Ensure compliance with instructions and examination conditions.
- Manage, train and direct a team of Invigilators, ensuring adequate staffing in-line with Awarding Board regulations.
- To provide advice and training to staff, parents and students on examination regulations and working with examination boards to ensure the school meets requirements.
- To assist with routine admin tasks such as emailing or texting parents and inputting data as and when required.
- Update Bromcom student records where appropriate with address changes, medical Information etc.
- Support the admin team with on-call requests from staff.
- To provide support within the reprographics department.
- To maintain discretion when privy to confidential information
- To participate in any appropriate meetings with colleagues and parents.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

The Job Description will be subject to periodic review to fit in with the needs of the Trust and provide development opportunities. It is not a comprehensive set of tasks but sets out the main expectations of the Trust in relation to the potholder's responsibilities and duties at this time.

To undertake similar duties, commensurate with the level of the post and at the discretion of the Line Manager, as the Line Manager shall from time-to-time reasonably require.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Criteria	Essential	Desirable
Training, Qualifications and Experience: On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:		
	<ul style="list-style-type: none"> GCSEs or equivalent in English and Maths grade C/4 or above. Experience of working in a busy administrative role. 	<ul style="list-style-type: none"> Experience of using school-based MIS systems such as SIMS or Bromcom. Experience of developing, implementing and maintaining systems and processes. Evidence of continuous professional development. Relevant administrative or exams officer training/certification. Experience of working in an educational setting. Previous experience coordinating or supporting the examination process.
Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	<ul style="list-style-type: none"> Excellent interpersonal skills; a high degree of emotional intelligence and effective oral and written communication. Ability to work effectively as part of a team and contribute to the success of the Admin Department. Strong organisational skills, the ability to prioritise and manage time effectively to work towards deadlines. Competent user of ICT. Attention to detail and accuracy in data entry and record keeping. 	
Additional Requirements: In their statement of suitability and during the selection process, candidates will demonstrate that they can meet the following requirements		
	<ul style="list-style-type: none"> Commitment to continuous professional development. Commitment to safeguarding and promotion of the welfare of all children and young people. Commitment to Equality and Diversity. A willingness to be involved in extra-curricular activities. 	

WHAT WE OFFER YOU?

1

Colleagues who care about the children they serve and each other.

2

A curriculum that is centrally resourced and locally owned.

3

An evidence-based hybrid CPD offer, striking balance between central input and local tailoring to context.

4

Bespoke leadership development opportunities with the chance to be involved in a year-long programme including executive coaching.

5

A thoughtfully crafted staff benefits offer through our partner, Mintago, including tax-free childcare, cycle to work vouchers, virtual GP access and much more.

6

A two-week October half term with no reduction in holidays elsewhere.

7

Integrated instructional coaching through StepLab, enabling feedback which is timely, developmental and low-stakes.

8

Access to a generous enrichment fund, outside of the school funding envelope, through a bidding process to our charity sponsor, Future.

9

We lean into the size of our MAT. With ten schools, we are small enough for you to know everybody, and big enough for you to lean on them for support.

10

We treasure staff voice and use SchoolSurveys to get benchmarked data on how our staff feel and what they think. 83% of staff feel their line manager make them do their job better, against a contextual benchmark of 69%.

APPLICATION PROCESS

1. Applying for the role

- To apply for the post, please visit our website - [Vacancies - FaceEd \(face-ed.co.uk\)](https://face-ed.co.uk)
- Applicants should complete the online application form via FaceEd. Applicants should also complete the 'Personal Statement' section of the online form to the best of their ability and use this section to demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.
- Applications must be received no later than **18 August 2025** Applications after this date will not be considered.

2. Interview Process

- The interview process will take place as soon as possible after shortlisted has been completed. The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role.

3. Notification & Feedback

- Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.
- Unsuccessful candidates will be given the opportunity to receive professional feedback.

4. Taking up the post

- The successful candidate will take up the post as soon as possible.

5. Additional information

- For further information please email HREnquiries@futureacademies.org and a member of the HR team will contact you.

6. Safeguarding

- As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the Trust expects all members of staff and volunteers to share in this commitment. An 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check is required for this role.

