

VACANCY

Assistant Examinations Officer

Start date	ASAP (subject to pre-start checks)
Contract term	Permanent
Working hours	37 hours per week (would consider 30 hours per week for an exceptional candidate) Monday - Friday (flexibility in start and finish times will be required to accommodate school exam timetable)
Weeks per year	School term-time and Trust Training Days, excluding INSET days + 4 days in the school holidays
Grade	6
Salary range (per annum)	Support staff salary points 6-9 £25,989 to £27,254 (FTE) £22,230 to £23,312 (pro rata for 37 hours)
Location	Poole High School
Reports to	Examinations Officer

About the Post

We are looking to appoint an Assistant Examinations Officer to join our Examinations Team in our large thriving secondary school, based in Poole.

We are looking for an outstanding individual who will relish the opportunity to:

- ensure the smooth and accurate administration of all internal and external examinations
- ensure students are fully prepared with all required examination materials including timetables, stationery and question papers in accordance with exam board regulations and prepare examination rooms in to meet exam board regulations
- work closely with the Exams Officer to manage and train the team of invigilators, their rotas, and required training
- assist with the distribution of results to candidates on Results Day and oversee the management and storage of formal exam board certificates
- assist the wider school administration team during quieter times in the examination calendar
- promote and safeguard the welfare of children and young people in accordance with our Safeguarding and Child Protection policies.

What we can offer you

- An opportunity to support students in a crucial role which contributes directly to their achievement and school performance
- Automatic membership of the Dorset Local Government Pension Scheme

- Free, confidential access to our Employee Assistance Programme, which offers a range of counselling services plus financial, legal and practical support from qualified professionals on a range of personal issues and access to online health and wellbeing resources
- A trust-wide intranet, where we share our news, information and resources
- Local discounts negotiated on behalf of our staff e.g. gym memberships, hair and beauty salons, chiropractic care, cycle shops, restaurants, motoring services, and retail/DIY stores
- Access to national discounts on a wide variety of huge brands
- Free on-site parking
- The opportunity to work within Twynham Learning; a progressive multi-academy trust
- To work with colleagues in a warm, professional environment located on the beautiful South Coast

Who we are looking for

We would love to hear from you if you:

- are a motivated, positive individual with a “can do” approach
- enjoy being part of a team, with the ability to also work independently when needed
- are confident in the use of varied IT packages including Word, Excel Outlook and mail merge
- have good communication and interpersonal skills
- have strong organisational skills and can prioritise tasks

You will also be keen to live our Twynham Learning employee values which are:

- Aim high
- Keep improving
- Don't leave anyone behind
- See the bigger picture

Any questions?

To discuss the post or your application, please contact Nikki Steele on 01202 662028 or email us at recruitment@twynhamlearning.com

How to apply

To apply for this vacancy, please submit a **Job Application Form and Diversity Questionnaire** by email to: recruitment@twynhamlearning.com

Only applications made using our own official application form will be accepted. You can download the form and questionnaire here: www.twynhamlearning.com/187/staff-vacancies

The closing date for applications is Monday 17 November 2025 at 9am. However, we reserve the right to interview and/or appoint strong candidates before this, so we encourage you to apply early. Interview date to be confirmed.

Twynham Learning values diversity and inclusiveness. We aim to eliminate unlawful discrimination and promote diversity throughout our whole workforce. We want our workforce to be representative of all sections of our community, so we give equal opportunities to all job applicants. We do not discriminate on the basis of age, disability status, gender reassignment, marital/partnership status, pregnancy/maternity, race/colour/national origin, religion/belief, sex or sexual orientation. Only people who can evidence their right to work in the UK will be considered for this vacancy. We are committed to robust Safer Recruitment processes as part of our strong commitment to safeguard children and young people. An enhanced criminal records check will be undertaken on the successful candidate. Candidates must disclose all unprotected spent and unspent cautions and convictions. It is an offence to apply for this post if you are barred from engaging in regulated activity with children.