



Vacancy

Falmouth School and Sixth Form
Part of The Roseland Multi Academy Trust
Trescobeas Road, Falmouth, TR11 4LH
Tel: 01326 372386
Website: www.falmouthschool.net/web/

Exams Officer

Grade G (Points 1-6)

Salary range - £27,665 - £30,366 per annum (pay award pending)
Actual salary - £12,792 - £14,040 per annum (pay award pending)
20 hours per week, 44.6 working weeks (term time plus one additional weeks)

Start date: ASAP/by negotiation

The Roseland Multi-Academy Trust consists of three secondary schools, two primary schools and a Teaching School Hub. The Trust's mission is "to provide outstanding education for our communities, where everyone succeeds" and we put our staff at the heart of everything we do to create a team spirit in our highly successful schools.

We are looking to appoint an organised, meticulous and highly professional Exams Officer to join our team at Falmouth School.

This is a pivotal role within the school, responsible for the successful administration, organisation and delivery of all internal and external examinations, while also supporting the effective management and analysis of student data. Working closely with senior leaders, teaching staff, examination boards and invigilators, you will ensure that all examinations are conducted in accordance with Joint Council for Qualifications (JCQ) regulations and awarding body requirements.

The successful candidate will oversee all aspects of the examination cycle, including entries, timetabling, access arrangements, invigilation, results processing, post-results services and certification. They will also play an important role in supporting the school's use of student data through Bromcom and other systems, producing accurate reports and analyses to support school improvement and student achievement.

We are seeking an individual with exceptional organisational skills, excellent attention to detail and the ability to manage competing priorities and deadlines. You will be confident working independently, maintaining absolute confidentiality and building positive relationships with students, staff, parents and external agencies. Experience of examinations administration, school data systems, Bromcom and SISRA would be advantageous, although training will be provided for the right candidate.

You will be joining a school which was graded Good in all areas by Ofsted in April 2025, and a Trust whose mission is to provide outstanding education for our communities, where everyone succeeds.

The successful candidate will demonstrate:

- Outstanding organisational and administrative skills;
- Excellent IT, numeracy and communication skills;
- The ability to work accurately with meticulous attention to detail;
- Strong problem-solving skills and the ability to work independently;
- The ability to remain calm and effective when working to strict deadlines;
- A professional, flexible and collaborative approach;
- A commitment to safeguarding and supporting young people.

This is an exciting opportunity to make a significant contribution to the success and outcomes of our students while working as part of a supportive and ambitious school community.

The Roseland Multi Academy Trust is a fantastic Trust to work for. This role will allow the right person to have a positive impact on the outcomes of many young people. If this opportunity appeals to you, then please complete and return an application form (support) along with the Equal Opportunities Form and Relevant Convictions Form.

Potential candidates are encouraged to contact the school with any questions and also forward an application form.

What you'll get in return:

- A unique opportunity to be a key member of staff in a forward-looking, thriving school in the beautiful town of Falmouth, in Cornwall;
- A genuine family atmosphere with high expectations and standards where every student is known and valued;
- Access to high-quality Continuous Professional Development within the Multi Academy Trust and offered through OneCornwall Teaching School Hub;
- Competitive salaries, based on skills and experience;
- Local Government Pension Scheme;
- Discounted membership in Trust Sports Hubs (Falmouth & Newquay);
- Free parking facilities;
- Employer's Eyecare Scheme (Specsavers);
- Employee Assistance Programme (EAP);
- Mileage paid if there is a requirement to travel to different schools within the Trust.

How to apply: A completed application form needs to be submitted (CVs are not an accepted form of application). To apply, please download the support staff application form available on our website, and once completed send to vacancies@falmouthschool.net for the attention of Mrs Katie Betteley. To arrange a visit, or for further details about this post, please also contact Mrs Katie Betteley.

- **Closing date for applications: Thursday 10th September at 9am**
- **Date of interview: w/c 14th September**

The Roseland Multi Academy Trust is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

Our Headteachers and Trustees act reasonably in making decisions about the suitability of the prospective employee based on checks and evidence, including Disclosure and Barring Service (DBS) checks, barred list checks, online searches and prohibition checks, together with references and interview information. The level of DBS certificate required, and whether a check for any prohibition, direction, sanction, or restriction is required, will depend on the role that is being offered and duties involved. As the majority of staff will be engaging in regulated activity, an enhanced DBS certificate which includes barred list information, will be required.