



ST. JOSEPH'S COLLEGE  
READING • BERKSHIRE

## Exams Manager

Permanent/Full-time Position

Information for prospective  
members of staff





# Appointment of an Exams Manager for an immediate start

St Joseph's College is seeking to appoint an Exams Manager to start as soon as possible. The role is offered full-time during term time including staff training / admin / inset days, and three additional weeks to cover exam periods. The post holder will be required to work flexibly across the academic year in line with the examination timetable and the hours are to be worked on an annualised basis.

**Closing date: 12 noon, 5 August 2025.**

Interviews are likely to take place shortly after the closing date.

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## Message from the Head, Mrs Laura Stotesbury



Thank you for your interest in St Joseph's College. I am delighted that you are considering our school and I trust that this recruitment pack will provide you with the information you require both about the post and the College.

I believe that this is an exciting time to be joining St Joseph's College. There has been a significant growth in the pupil roll over the last few years and the governors are continually looking to invest in the facilities. There is a real appetite for what we have to offer as both an educational establishment and an employer.

The College seeks to be a school which places an emphasis on providing an all-round education: academic, pastoral, social and spiritual, where pupils develop the attributes of commitment, collaboration, confidence, communication and compassion through the various aspects of school life. The College is a very happy place, and colleagues enjoying working here.

I hope that you will want to apply for this post. I recognise that much time and thought goes into preparing an application and we, in turn, will give your application serious consideration.

Mrs Laura Stotesbury  
Head

Watch [our video](#) about what it is like working at St Joseph's.



## About the Role

St Joseph's College is seeking to appoint an Exams Manager reporting to the College Deputy Head (Senior). The person appointed will manage all aspects of external and internal examinations and the successful candidate must have excellent communication skills, both written and verbal, proven experience of managing/coordinating exams together with strong ICT skills, especially with Microsoft Excel.

An understanding of data management is desirable and ideally an in-depth knowledge and experience of Schoolbase or another MIS and their capabilities are desirable.

It is essential that applicants have a positive 'can-do' attitude towards providing excellent customer service and the ability to remain calm, professional and flexible within a busy environment.

Good time management and a high degree of organisation are vital for this role.







## Areas of Responsibility and Key Tasks

### Main activities and responsibilities

- To oversee the effective and efficient management and administration of all internal examinations and standardised tests, under external examination conditions
- To manage and administer external examinations efficiently and effectively, in full compliance with JCQ regulations and/or awarding body requirements, ensuring consistency, security, and the integrity of the assessment process.
- To support and advise the Head of Centre and Senior Leadership Team in ensuring full compliance with JCQ regulations and awarding body requirements, maintaining the security and integrity of all examinations and assessments at all times.
- To complete the Exams Officer Professional Standards annually by maintaining up-to-date knowledge of JCQ and awarding body regulations and processes, developing the necessary skills to perform the role effectively, and agreeing to uphold the values and attributes outlined in the Exams Officer Professional Standards statement.
- To act as the centre's main point of contact for all matters related to the general administration of awarding body examinations and assessments.
- To closely liaise with key stakeholders (external and internal) to ensure exams administration processes are strictly followed
- To understand JCQ and awarding body key dates and deadlines and have in place robust procedures to ensure these are met
- To ensure examinations are conducted in accordance with the regulations
- By taking an ethical approach and working proactively, support the Head of Centre in taking all reasonable steps to prevent malpractice or maladministration by students or staff before, during, and after examinations.

### Before examinations - Planning

- Maintain and develop systems to manage and coordinate all aspects of the internal and external exams administration process
- Research and understand qualifications and how they are assessed
- Identify and access relevant support available from external stakeholders (Awarding bodies/JCQ/Network group/National Association of Examinations Officers/The Exams Office, etc.)
- Comply with JCQ and awarding body regulations, guidance and instructions and keep abreast of developments/changes/updates

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## Areas of Responsibility and Key Tasks continued

- Effectively use JCQ and awarding body online tools where required (e.g. the Centre Admin Portal (CAP), secure extranet sites)
- Ensure familiarity with the centre's Management Information System (MIS)
- Oversee (as the main administrator) and manage appropriate access rights for relevant internal stakeholders using JCQ and awarding body online tools
- Manage own time effectively to ensure key tasks are undertaken and external key dates and deadlines are met, by creating and working to an annual exams plan
- Communicate clear internal deadlines and processes for gathering/sharing exam-related information from/with relevant internal stakeholders
- Brief candidates/staff/parents/guardians on examination regulations and requirements
- Actively support the head of centre in co-operating with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit
- Annually confirm the information required by the National Centre Number Register (as administered by OCR on behalf of the JCQ) and informs of any changes to centre status
- Manage arrangements to receive, check and store confidential question papers and examination material safely and securely at all times and for as long as required in accordance with the regulations
- Support the head of centre in managing potential conflicts of interest by informing the awarding bodies to timescale for each examination series and recording the measures taken to mitigate any potential risk to the integrity of the qualifications affected
- Contribute to the creation/review/update of exam-related policies/procedures as required by the regulations and accurately reflect working practices in the centre
- Support the Special Educational Needs Coordinator (SENCo) (or equivalent role) in implementing examination access arrangements and reasonable adjustments for eligible candidates (processing approval applications and requesting modified papers by the published deadlines)

### Entries

- Observe the awarding body's terms and conditions for the entry and withdrawal of candidates for their examinations/assessments
- Register or enter candidates for an examination or assessment in accordance with the awarding body's published procedures for that qualification
- Submit registrations, examination entries and certification claims by the deadline(s)
- Implement processes and liaise with relevant internal stakeholders to gather correct entry information to internal deadlines implementing strategies to avoid late (or other penalty) fees
- Maintain required identifiers for each candidate entered for an examination/assessment and enter candidates who are on roll at the centre as internal candidates





## Areas of Responsibility and Key Tasks continued

- Verify the identity of all students that are entered for examinations/assessments
- Effectively use internal and external IT systems to submit and manage awarding body registration and entry data
- Liaise with the Finance Department to ensure fees are paid as instructed and at the time specified by the awarding bodies
- Submit any applications for transferred candidate arrangements in accordance with the JCQ/awarding body requirements
- Liaise with relevant internal stakeholders to ensure final entries that have been submitted to an awarding body are regularly monitored, submitting timely changes (amendments/withdrawals) to ensure candidates take the correct papers at the correct time and enabling awarding bodies' to deliver accurate results to the centre

### *Pre-exams*

- Recruit, train, update and manage a team of invigilators
- Manage the arrangements for the timetabling, rooming, seating, resourcing and invigilation of examinations in accordance with the regulations
- Effectively resolve exam timetable clashes and manage overnight supervision arrangements (where arrangements may be required as a last resort once all other options have been exhausted) in accordance with the regulations
- Ensure all candidates are notified of their examination entries and the dates and times of their examinations/assessments in accordance with the regulations
- Ensure all candidates are aware of the JCQ and awarding body information and regulations regarding the conduct of their examinations/assessments prior to these taking place
- Inform the JCQ Centre Inspection Service where it is intended that a timetabled examination for any candidate(s) will be conducted at an alternative site
- Confirm relevant internal stakeholders to complete administrative tasks associated with centre assessed work in an accurate and timely manner in accordance with the requirements of awarding bodies and moderators
- Support the Special Educational Needs Coordinator (SENCo) (or equivalent role) in implementing examination access arrangements or reasonable adjustments for eligible candidates (appropriate arrangements for rooming, resourcing, facilitation, invigilation etc.)
- Effectively manage arrangements for the secure storage and dispatch of examination scripts for marking

### *During examinations - Exam time*

- Effectively manage the conduct of examinations in accordance with JCQ regulations and/or awarding body rules
- Ensure all exam accommodation is prepared in accordance with the requirements
- Effectively deploy fully trained invigilators to exam rooms according to the requirements
- Manage unexpected issues/irregularities which may affect the conduct of examinations





## Areas of Responsibility and Key Tasks continued

- Support the head of centre in investigating and reporting cases of suspected or actual malpractice in connection with an examination as required by the JCQ and awarding bodies
- Manage emergency access arrangements for eligible candidates as the need may arise during exam time
- Maintain the confidentiality and security of candidates' responses and dispatch scripts according to the requirements. Submit to the published timescales, relevant follow-up reporting to awarding bodies' in relation to the very late arrival of candidates for examinations and applications for special consideration where candidates meet the published criteria

### *After examinations - Results and Post-Results*

- Ensure candidates and relevant internal stakeholders are aware of processes, key dates and deadlines in relation to the issue of results and the arrangements for post-results services
- Plan, prepare for, and manage the restricted release of results and the distribution of provisional statements of results in accordance with JCQ regulations and/or awarding body rules
- Effectively use internal and external IT systems to access and manage awarding body results information
- Understand awarding body results indicators and provide support for relevant internal stakeholders in accessing results reports/analysis tools
- Effectively use external IT systems to administer post-results services in accordance with the regulations to the published deadlines
- Manage and administer the receipt, distribution and retention of examination certificates according to the regulations
- Oversee the retention and storage of internal examinations candidate scripts for JCQ regulations (including scanning and filing of mock papers)

### *Other*

- Successfully complete/adhere to the Exams Officer Professional Standards on an annual basis
- Acquire/evidence a thorough knowledge of JCQ and awarding body regulations and requirements
- Acquire/develop the skills required to undertake the role effectively and efficiently
- Engage in the College Appraisal/Professional Development Programme
- Undertake training, update or review sessions as required
- Undertake other duties appropriate to the grade and responsibilities of the role as may be required by the head of centre/member(s) of the senior leadership team responsible for examinations.



## Conditions of Service

The hours of work will be Monday to Friday, 8am to 4pm, term-time including staff training, admin and inset days (totalling 35.4 weeks per annum), and three additional weeks to cover exam periods. The hours will be worked on an annualised basis so flexibility is required.

The post is for 44 working weeks and includes 5.6 weeks' paid leave per annum (which includes public and bank holidays), and this is reflected in the salary.

Salary is dependent on experience and qualifications. The College has a pension scheme in operation.





# Person Specification

Criteria	Essential	Desirable
Education, Qualifications and Experience	<p>Good general standard of education</p> <p>Proven administration experience</p>	<p>Previous experience of working in an educational environment (school, college)</p> <p>Data management experience</p>
Skills and Attributes	<p>Excellent communication skills – both written and spoken</p> <p>Highly developed ICT skills, particularly Excel</p> <p>Good numeracy skills</p> <p>Excellent time management skills</p> <p>Accuracy and attention to detail</p> <p>Knowledge of GCSE and A Level examinations together with knowledge of JCQ and Cambridge International examination body regulations</p>	<p>Knowledge of Schoolbase/other MIS</p>
Personal Qualities	<p>Ability to work independently and pro-actively</p> <p>Ability to work calmly under pressure</p> <p>Ability to establish good working relationships, work well in a team and follow directions from line manager</p> <p>Ability to communicate sensitively with pupils, parents and staff</p> <p>Flexible, organised, reliable and punctual</p>	<p>Solution focused in a ‘crisis’</p>
Other Requirements	<p>Fully supportive of the College’s Catholic tradition</p> <p>Commitment to the ethos of the College</p> <p>Commitment to safeguarding and wellbeing of all pupils</p>	





## About the College

St Joseph's College is the leading independent day school for boys and girls aged 3 to 18 in Berkshire. It is fully co-educational and consists of the Senior School (ages 11 to 18) and the Prep School (ages 3 to 11). The Senior School and Prep School are located within a single campus.

### Awards

The College has won several awards over recent years including TES Independent School of the Year, Outstanding Progress at the Education Business Awards and Outstanding Leadership Team at the Leadership Awards.

### Ethos

St Joseph's is a Catholic school welcoming pupils of every faith or no faith. Pupils are educated in an atmosphere where Christian values and standards are recognised and established. The size of our classes means everyone receives the individual guidance and support they need to achieve their potential. Staff, pupils and parents form strong links, with a focus on both the academic progress and the well-being of each pupil. We encourage all pupils to develop an awareness of their own role in society.

### Points of Entry

The main points of entry to the school are at age 3, 11, 13 and 16. Entry into the Senior School is by formal assessment, and around 60% of applicants to the Senior School are from maintained primary schools.

### Leavers' Destinations

The majority of Sixth Form leavers go on to their choice of university to study a diverse range of subjects. Examination results are strong and improving year-on-year, however our focus is very much on producing young adults who also have skills for life such as confidence, social skills and a good understanding of the world around them.

### Recent Developments

During the past six years the Governors have taken a number of measures to develop the College. In addition to becoming co-educational these include an emphasis on marketing and a substantial investment in facilities, buildings and staff. Consistently rising pupil numbers provide momentum for growth and the confidence to make further investment.

### The Future

Looking to the future, St Joseph's will continue its ambitious plans to enhance and develop the College. However, we will ensure that as we grow, our caring ethos remains at the heart of the College. The warm and friendly nature, together with the way pupils display concern and respect for one another, are often commented upon by visitors and parents. We are proud of this and it is one of the most rewarding aspects of working here.



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## Our Mission and Aims

At St Joseph's, our mission is to encourage, inspire, challenge and support pupils to fulfill their potential in a community founded on Catholic Christian values.

We aim to develop life skills of compassion, commitment, collaboration, confidence and communication in each pupil, throughout each of their years at the school.

## The College's ISI inspection took place in May 2022

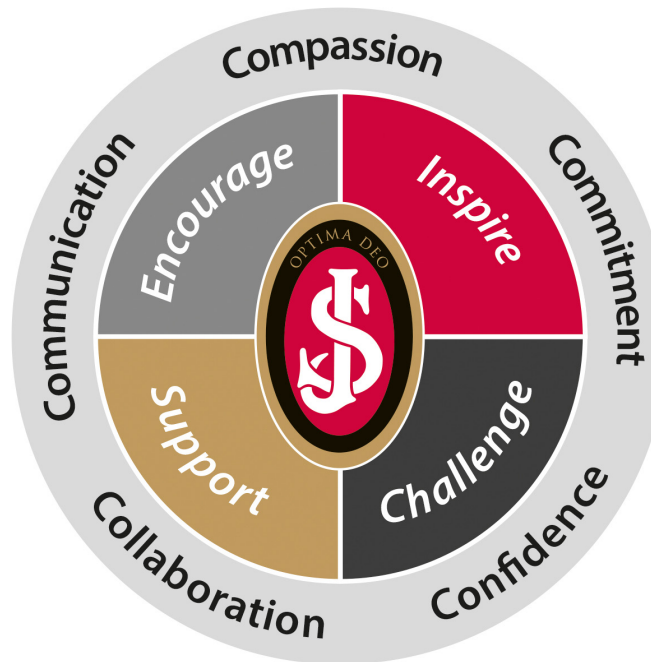
**The Educational Quality Inspection report examines the quality of the school's work and focusses on two key outcomes:**

- The achievement of the pupils, including their academic development, and
- The personal development of the pupils.

Their key findings were that the quality of the pupils' academic and other achievements is good. They commented that 'pupils have a strong focus in lessons and work positively both as independent and collaborative learners'.

They found that the quality of pupils' personal development is excellent, noting that 'pupils have a very positive attitude towards supporting other people both within the school and wider community', and 'pupils embrace positively the diversity of their school and respect and value their differences.'

The school scored highly in other areas too, with inspectors praising the co-curricular opportunities offered by the school, noting 'pupils achieve success in a wide range of activities both within and beyond the classroom and they gain valuable new skills from their involvement'.



### Regulatory Compliance Inspection Report

Regulatory compliance inspections from ISI focus on whether the school meets the Education (Independent Schools Standards) Regulations and the Early Years Foundation Stage Statutory Framework. These are the national standards for all independent schools. In each of the eight discrete areas, including all areas relating to safeguarding, the inspectors found that 'the standards are met'. This is the highest possible achievement under this current inspection framework and is a huge accolade.





## Why St Joseph's?

At St Joseph's we offer:

- A safe and happy environment in which academic and social skills are developed
- Education for boys and girls from age 3 to 18
- A varied curriculum and excellent facilities
- A strong sense of community
- High academic reputation
- Wide range of extra-curricular activities including a strong tradition of music and drama

St Joseph's is staffed by teachers who combine the best in traditional educational values with a sharp awareness of what is appropriate for pupils who need to be prepared for the twenty-first century. Our pupils are encouraged to be confident, questioning, independent learners, whilst at the same time developing a moral and spiritual sense of purpose in their lives and in their studies.

### Salary

The College has its own salary scales, with starting salaries dependent on the experience and qualifications of the successful candidates. Salary scales are reviewed annually by the Governors, to ensure they remain competitive. Annual salary is paid by bank transfer on the last working day of each month, in 12 equal monthly instalments.

## Non-contractual benefits

### School fee reduction

Staff at St Joseph's College (who are not employed on casual contracts) are eligible for a staff discount on basic tuition fees of 50% for full-time staff, pro rata for part-time staff, subject to their child(ren) meeting the entrance requirements.

### Childcare vouchers

St Joseph's participates in the government's salary sacrifice childcare voucher scheme or government tax-free childcare scheme.

### Pension

The college participates in a contributory pension for non-teaching staff. Further details are available from the Bursar's office.



### **Drinks and snacks**

Tea, coffee and biscuits are available to all staff at break time, and there is access to hot drinks throughout the day. Snacks and light meals are provided to staff when working later in the evening for school events.

### **Lunch**

A duty meal may be obtained from the Dining Hall between 12.00pm and 2.00pm.

### **Laptop**

Teaching staff are loaned a school laptop to assist with their teaching and administration, and docking stations are available throughout the school.

### **Use of a private vehicle**

Subject to a journey being approved by the Bursar or Head, staff can use their private vehicle for school journeys during working hours. The insurance will be under the school's insurance and staff can claim for mileage.

### **Car parking**

All staff may park in the school car park, subject to the availability of a space. A valid school parking permit must be displayed clearly on the windscreen of any car parked onsite.

### **Counselling**

Staff have access to a 24 hour telephone counselling helpline. In addition, the lay chaplain or visiting school counsellor may be able to see staff.

### **Legal advice**

Staff have access to a 24 hour legal information telephone helpline, covering issues such as consumer rights, debt, tax and personal injury.

### **Healthcare helpline**

A telephone based healthcare support service is available to all staff at no cost.

### **Swimming pool**

Staff are permitted to use the school swimming pool during designated staff swimming sessions.

### **CPD and training**

Professional development is nurtured and encouraged. The school has a full annual INSET programme and staff have access to the National College Platform. There is strong support for new teaching staff. Early Career Teachers can undertake their accredited ECT years through the Independent Schools Teacher Induction Panel and a number of members of staff have completed teaching qualifications whilst employed at St Joseph's.

### **Staff Room**

There is a professional, friendly and supportive Staff Room, together with departmental workspaces throughout the school.

The above non-contractual benefits are currently available to staff. They are at the discretion of the Governors who reserve the right to withdraw them without notice.







## Appointment Procedure

- Applications will only be accepted from candidates completing the College Application Form in full, accompanied by a covering letter.
- The covering letter should illustrate specifically why you think you should be considered for this role, giving clear evidence of how your skills and experience meet the requirements of the role. You should give clear examples, and relate these to the job description and person specification.
- These should be emailed to [recruitment@sjcr.org.uk](mailto:recruitment@sjcr.org.uk) or alternatively sent by post to Mrs Guest, HR Coordinator, St Joseph's College, Upper Redlands Road, Reading, Berkshire RG1 5JT. Electronic application is encouraged and preferred.
- **Closing date: 12 noon, 5 August 2025.**  
**Interviews are likely to take place shortly after the closing date.**
- All offers of employment are subject to the receipt of two satisfactory references, one of which must be from your current or most recent employer. For shortlisted applicants for teaching posts, references may be taken up prior to interview.
- St Joseph's College employs personnel who are best qualified for the post without discrimination in respect of age, disability, race, gender or native origin.
- The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- Successful applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.
- A copy of the College Recruitment, Selection and Disclosures Policy and Procedures can be found on the College website: <https://www.sjcr.org.uk/vacancies/>



## Interview Process

- All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body.
- During your visit you should expect to attend a number of interviews with different members of staff. We will also assess your suitability to work with children.
- The interview may include other forms of assessment such as administrative tests, a presentation, or a demonstration of relevant practical or other skills.
- In addition to formal interviews there will also be an opportunity for shortlisted candidates to tour the College and to meet prospective colleagues.
- The College requests that all candidates invited to interview also bring with them:
  - A birth certificate, a current driving licence including a photograph and a passport
  - A utility bill or financial statement issued within the last three months showing the candidate's current name and address
  - Where appropriate any documentation evidencing a change of name
  - Proof of entitlement to work and reside in the UK

*Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.*





## How to find us

- St Joseph's College is situated in central Reading, near the University and the Royal Berkshire Hospital. It is close to the M4 (Junction 11) and has excellent transport links.
- If travelling by train, the school is approximately 20 minutes' walk from Reading Station, or alternatively there are a number of local buses that stop close by.
- To accurately locate the College entrance at 64 Upper Redlands Road on some GPS satellite navigation systems it may be necessary to use the postcode RG1 5JP.

