

Job Title Deputy Examinations Officer

Reports to Head of Public Examinations

Job Purpose

Reporting to the Head of Public Examinations, the Deputy Examinations Officer is responsible for providing administrative and operational support to the Head of Public Examinations in all aspects of the various examinations processes.

Key Tasks and Responsibilities

- Assist the Head of Public Examinations in their absence;
- Support the Head of Public Examinations during the live exam season as well as preparation and set up required for the centre to be compliant and ready prior to the start of the exam series, some of the tasks which include but not limited to:
 - Ensure exam rooms are set up and run according to JCQ regulations;
 - Liaise with Examination Teams;
 - Receive, log, store and distribute examinations materials;
 - Act as stand-in Examination Team member, clash-supervisor or invigilator if required;
 - Maintain stock levels of exam stationery and equipment;
 - Prepare and record exam scripts for dispatch;
 - Assist with submitting samples and marks for internally assessed and moderated components;
 - Support with the organisation of external invigilators;
 - Support and assist the Head of Public Examinations during results days;
 - Input accurate results data as required;
 - Assist with preparing statistics and results reports;
 - Assist with submitting data to the Independent Schools Council (ISC);

Last Updated: July 2026

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- Assist with submitting post-results applications and the recording and distribution of outcomes;
- Prepare results transcripts as required;
- Collate and dispatch certificates;
- Liaise with House Masters, Heads of Department, parents and pupils as required;
- Submit post-results services requests accurately in conjunction with the Head of Public Examinations;
- To be on site before the start of exams and remain on site until the last papers are completed and processed at the end of the day;
- Support the Head of Public Examinations with the creation of training manuals for examinations which encompasses public exams, trials & SATs.

In relation to Public Exams

- Assists the Head of Public Examinations in ensuring the smooth running of the operational aspects of public examinations;
- Work alongside the Head of Public Examinations with all year-round exam administration, including US Admissions Tests (ACTs/SATs) entries;
- Assist in the provision for students with Access Arrangements, including the maintenance of Access Arrangements, records and applications;
- Assisting with the processes for public examination entries, including examination results and liaising with examination boards on school specific queries and about individual candidates.

In relation to Internal Exams

- Support the Deputy Director of Studies in the administration of internal examinations;
- Liaise with the Universities Coordinator and the Academic Data Analyst as required in the collection of relevant data;
- Coordinate SAT test days – test day toolkit management for invigilators, record absences and room documentation.

In relation to venues, timetable & clashes

- Work alongside the Head of Public Examinations to ensure that all clashes in relation to students' exams, venues, supervision or invigilation are resolved;

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- Work alongside the Head of Public Examinations with the timetabling of boys to venues, taking account of access arrangements;
- Work alongside the Head of Public Examinations with any clashes ensuring the organising of venues, refreshments, and clash supervision cover, including for overnight clashes.

In relation to invigilators

- Ensure venues are appropriately staffed with suitable invigilators;
- Assist the Examinations Officer in constructing and updating, as required, the invigilation timetable for external invigilators and Masters;
- Advising HR of which invigilators will be available for that exam season;
- Assisting the Head of Public Examinations with the recruitment, training, management and payment of invigilators for public examinations, internal examinations and other assessments as required.

In relation to IT

- Liaise with IT to ensure sufficient suitable computers and printers are available and prepared for public examinations;
- Work with IT to ensure smooth running of the Management Information System (MIS) (Bromcom) and A2C applications;
- Stay up to date with Bromcom training and development;
- Ensure student assessment data: entries, timetables, access arrangements information on Bromcom is up to date in conjunction with the Head of Public Examinations.

In relation to Candidates

- Assist the Head of Public Examinations with the briefing of all candidates at the start of the examination season on what to expect and their own responsibilities.
- Ensure House Masters and Dames are aware of the content of this briefing so they can reinforce;
- Assist the Head of Public Examinations with regular communication to candidates, particularly in the exam season;
- Working together with the Head of Public Examinations and the Universities team to plan for certain pinch points in the year to support with university application deadlines and ensure candidate documentation is made readily available.

In relation to safeguarding

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- All employees of Eton College are also expected to:
 - Develop a good understanding of safeguarding procedures, given all positions at Eton are classed as 'regulated activity';
 - Demonstrate a commitment to safeguarding and promoting the welfare of children. This includes but is not limited to completing safeguarding training as required, complying with all safeguarding procedures and ensuring any safeguarding updates issued by the College are read and understood;
 - Understand and comply with procedures and legislation relating to confidentiality;
 - Display a commitment to and promotion of equality, diversity and inclusion.

Skills and Competencies Required

To be successful in this role, you will need:

- Experience of working in an exam's role, within a school setting, and some knowledge of the exams process;
- A knowledge/awareness of GCSE/GCE assessment framework;
- Experience of working in an administrative or clerical role;
- Exceptional verbal and written communication skills;
- Excellent organisational skills, with ability to manage a busy workload and meet deadlines;
- Excellent IT skills and a willingness/aptitude to develop these; in particular, knowledge of MS Office is required;
- Experience of managing data and using spreadsheets;
- Experience using Management Information Systems, Bromcom, in particular, is desirable;

You may enjoy this role if you have:

- Personal warmth to engage positively and gain the confidence and trust of staff and pupils;
- Strong interpersonal skills;
- Exceptional attention to detail;
- Reliability and flexibility with a 'can-do' approach to all duties and responsibilities;
- Diplomacy and discretion with a professional approach at all times;

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- The ability to work well in a team and communicate well
- The ability to react appropriately and remain calm in a pressurised environment.

Working Pattern

- The working pattern for this role is 52 weeks during the year (including annual leave, as outlined below) and the salary will be paid in 12 equal monthly instalments;
- The working hours of the role will depend on the needs of the College and the specific requirements of the department. A normal working week will be regarded as an average of 40 hours per week. However, it is expected that hours will be much higher during the exam season, and less at other points in the year;
- Your hours will usually be split over 5 days per week, from Monday to Friday, and you will have 1 hour unpaid for lunch each day. During exam season, you may be required to work on a Saturday morning;
- Your paid holiday entitlement is 36 days during each holiday year including your entitlement to 8 normal bank holidays. Up to 3 of these days will need to be reserved for the Christmas shut down period, which is communicated each year by the HR department. Therefore, you have 25 bookable leave days each holiday year. Your leave is bookable with your line manager and must not be taken during peak times i.e. public exams in April/May/June and during the results periods in the last 2 weeks of August.

Disclosure Checks

Eton College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as “spent” under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College.

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ROLE PROFILE

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