

A career at Gateways School

Gateways School
Harewood
Leeds
West Yorkshire
LS17 9LE

GATEWAYS
SCHOOL

About Gateways School

Gateways is an independent day school for boys and girls aged 2 to 18. Situated on a 16 acre site in the rural village of Harewood, Gateways is conveniently located on the main artery between Leeds and Harrogate.

Gateways is a small school, which allows staff to know their pupils, recognise their strengths and weaknesses and therefore provide a personal education getting the best out of each and every child who come through the gates.



Aims and Ethos

Gateways is a forward-thinking school built on traditional values.

Our ethos is rooted in three core values which apply to all of our stakeholders, that of **G**rowth, **W**ellbeing & **S**uccess.

At Gateways we:

- Grow our knowledge, skills and confidence, supporting others to do the same;
- Build our resilience and self-awareness in a kind and inclusive environment;
- Achieve our full potential in preparation for the next challenge.

Growth ◆ Wellbeing ◆ Success

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Exams Officer

Introduction

We are seeking an experienced, highly organised and proactive Exams Officer to join our professional support staff team.

This is a key role within the school, responsible for the effective administration, organisation and delivery of all internal and external examinations, ensuring compliance with the regulations set by the Joint Council for Qualifications (JCQ) and awarding bodies.

The ideal candidate will have previous experience of working within an examinations environment and possess a thorough understanding of examination processes, regulations and deadlines. They will be responsible for managing all aspects of the examinations cycle, including candidate entries, access arrangements, examination timetables, invigilation arrangements, results processing and post-results services.

Working closely with senior leaders, teaching staff, pupils and parents, the Exams Officer will play a vital role in ensuring that examinations are conducted efficiently, securely and fairly.

This role requires exceptional attention to detail, strong administrative and organisational skills, and the ability to manage multiple priorities while working to strict deadlines and pressurised situations.

This is an excellent opportunity for an experienced Exams Officer who takes pride in delivering an accurate, compliant and efficient examinations service and who is committed to ensuring every pupil has the best possible examination experience.

Key Conditions

- **Start Date:** January or February 2027
- **Working Hours:** This is a part-time role, working an average of 25 hours per week during term time, plus four weeks during the school holidays to be worked primarily to cover the examination results and post results period in mid-August. A flexible approach to hours worked will be necessary as the nature of the post means that during the Summer exam season in May and June, the hours per week are likely to be in the region of 40, whilst at other times, the hours may be significantly less. Contract includes attendance at all staff training & development days which may fall on any day of the week.
- **Salary:** £19,182 - £20,637, depending on qualifications and experience *(FTE £32,073 - £34,500)*
- **Probationary Period:** Six-months
- **Contract Type:** Permanent position



Staff benefits* include

**subject to eligibility*

- Free lunch during term time
- Fee remission for eligible children
- Enhanced 5% employer pension contribution, including 4 x death in service benefit
- Access to relevant CPD
- Cycle to work and electric car scheme
- Access to a staff wellbeing room and an employee assistance programme

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Exams Officer Job Description

Reporting to: Senior School Deputy Head

Key responsibilities

- To liaise with staff, eg Heads of Department, regarding entries.
- To distribute relevant documentation from JCQ to Heads of Department and the Senior Leadership Team.
- To lead briefing sessions for pupils taking public examinations outlining JCQ rules and regulations.
- To lead the annual training session for teaching staff involved in the invigilation of examinations.
- To keep up to date with developments in public examinations through conferences and updates from JCQ and The Exams Office and to review policies and procedures in response to any developments.
- With the Deputy Head and Head of Learning Support, ensure the school is ready for JCQ Centre Inspections.
- To respond to enquiries and deal with concerns regarding external examinations with staff, pupils and parents.
- To prepare and submit entries and estimated entries for all vocational, AAQ, GCSE, IGCSE and A Level examinations and the Extended Project Qualification in advance of deadlines using the A2C application.
- To organise accommodation for pupils with access arrangements, including liaising with the Head of Learning Support regarding candidates with SEN; applying to awarding bodies for special arrangements for candidates and to deal with applications for special considerations when the need arises.
- To manage the daily running of external examinations and to complete all administration tasks associated with examination timetabling, room allocations, seating plans and candidate clash resolutions.
- To liaise with the Deputy Head and Data Manager to ensure that adequate staffing is in place for invigilation.
- Check receipt of public examination papers, arrange secure storage and despatching in line with JCQ regulations.
- Ensure papers and coursework assignments (NEAs) are stored and sent/collected appropriately.
- Alongside the Deputy Head, to train and manage our team of external invigilators and lead on the recruitment of new invigilators when necessary.
- To communicate and process all post results services.
- To be present and available in school on the days when results are notified, and to oversee the distribution of results to candidates on the days when results are published to candidates.
- To administer internal school examinations for Upper 4 (Core), KS4 and KS5. This includes working with the Deputy Head and Data Manager to agree the timetable for the examinations in addition to collating examination papers from teaching staff and working with the Head of Learning Support to ensure access arrangements are in place.
- To maintain the Examinations Office information and guidance for staff, parents and pupils.

General responsibilities including personal and professional conduct

- Be responsible for safeguarding and promoting the welfare of children.
- Follow all School policies and procedures.
- Attend meetings, staff briefings and CPD sessions.
- Attend all training and development days.
- Demonstrate a commitment to continuous development, identify opportunities for professional development and undertake training opportunities where appropriate.
- Maintain confidentiality inside and outside the School, following all GDPR and Data Protection legislation.
- Manage and prioritise your own workload in line with the requirements of the department and School.
- Establish effective working relationships with professional colleagues.
- Be a role model for students through personal presentation and professional conduct.
- Present a positive personal image, contributing to a welcoming School environment.
- Contribute to the ethos of the School, ensuring the School's values are displayed.
- Support School events.
- Carry out any other duties required by the Head.

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Please note, this job description is not a definitive list of the responsibilities of the role. Responsibilities will be varied to meet the changing demands of the department and the School.

Person Specification

Qualifications

- **(E)** Good pass grades in English and Maths GCSE (or equivalent/above).
- **(D)** Other relevant academic qualifications related to administration, operations, facilities, compliance or health & safety.

Experience

- **(E)** Experience in a similar role.
- **(E)** Proficiency in using Word/Excel/Outlook/Teams
- **(E)** Experience using management information systems.
- **(D)** Experience accessing and using exam board systems.
- **(D**) Experience using iSAMS.

Skills

- **(E)** Excellent planning and organisational skills with close attention to detail.
- **(E)** Excellent administrative and interpersonal skills.
- **(E)** Effective oral and written communication skills.
- **(E)** Accurate data entry/retrieval from information systems.
- **(E)** Establish and maintain accurate records using both manual and electronic systems.
- **(E)** High levels of confidentiality, sensitivity, diplomacy and tact.
- **(E)** Ability to communicate effectively with students and implement school policies.
- **(E)** Confidence producing information for key stakeholders.
- **(E)** Ability to prioritise and work to deadlines with a 'can do' attitude.

Specialist Knowledge

- **(E)** Understanding of JCQ requirements, GDPR and safeguarding responsibilities.

Personal Qualities

- **(E)** Be patient, kind, approachable and adaptable.
- **(E)** Be reliable and punctual.
- **(E)** Work well as a part of a team, as well as on your own initiative.
- **(E)** High levels of honesty and integrity.
- **(E)** Flexibility and willingness to be adaptable in addition to being accessible, approachable and demonstrating an enthusiastic attitude.
- **(E)** Willingness to engage in self-reflection and evaluation to continually improve performance.
- **(E)** The flexibility to respond to the challenge of change.

Safeguarding

- **(E)** Commitment to safeguarding and promoting the welfare of young people.
- **(E)** Understanding of the importance of safeguarding and child protection.
- **(E)** Ability to maintain appropriate relationships and personal boundaries with children and young people.

Key

- **(E)** – Essential
- **(D)** – Desirable

Methods of assessment include certificates, professional references, application form, interviews, observations and in tray tasks.

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Further information





How to Apply

Click here to visit our website and download an application form

Please send your completed application form and a cover letter outlining your suitability for the role to jobs@gatewaysschool.co.uk

Application Deadline: Monday 7th December 2026 at 8am.

Enquiries

Please contact Rhiannon Morris, PA to the Head

E-mail: jobs@gatewaysschool.co.uk

Tel: 0113 824 2770

Policies

Click here to visit our website and view our policies, including our Safeguarding policy.

Click here to visit our jobs page and view our Safer Recruitment policy.

Gateways School is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS with barred list check as well as a prohibition list check (where applicable).

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