



ST MARY'S RC HIGH

PER MARIAM

01432 850416



admin@st-maryshigh.hereford.sch.uk



HR1 4DR

EXAMS OFFICER

Permanent position: annualised hours 1,140 in total

HCo5 / SCP 06-11: £17,660 - £19,114 per annum

We are seeking an enthusiastic and highly organised individual to join our team as an **Annualised Hours Exams Officer**. This role is ideal for someone who is flexible, adaptable, and able to balance periods of high activity with quieter times throughout the school year.

The position is based on an annualised hours contract, meaning the total hours worked in the year are predominantly during term-time, with the requirement for hours to be worked during the GCSE exam results week in August and subsequent days following the GCSEs due to exam remarks.

You will be required to work more hours during peak periods, particularly during exam times, when your support will be most needed. Outside of these peak times, your hours will be more flexible. The contract is based on annualised hours of 1,140 (equivalent of 30 hours per week for 38 weeks) although there will be some weeks where exams take place, where you will be required to work in excess of 30 hours.

The successful candidate will:

- be responsible for all examination entries for external exams at the school
- assist in recruiting, training and line management of exam invigilators
- disseminate information about public exams to staff, pupils and their parents

St Mary's RC High School is a highly successful 11-16 mixed comprehensive school with a very strong Catholic ethos. Our number on roll is 750, of which approximately 50% are baptized Catholics, the remainder of the pupils are of other faiths whose parents want them to experience a Catholic based Christian education. St Mary's is a very popular school locally; our reputation for enabling pupils to achieve outcomes and make outstanding progress within a caring community, means we are oversubscribed.

Working at St Mary's represents a wonderful opportunity to be within a close knit and thriving community which enjoys considerable support from our parent body and strategic steer from governors. Our collective determination to sustain the high standards we have set for ourselves is evident in all that we do.

Any colleagues joining our staff team would be well supported on a daily basis, but also via a culture showing good practice across the school. Teaching and learning is vibrant, we push ourselves and each other to be as good as we can possibly be.

Our school is set in beautiful surroundings in Lugwardine, just three miles outside of the city of Hereford. We are blessed with lovely grounds, which includes a stunning purpose-built chapel and picturesque rural views.

Our pupils come from all over the county to St Mary's and every year we have an extensive waiting list for places in year 7. We aim to give our pupils a rich and diverse extra-curricular and enrichment diet, to complement their academic learning, and as such our children enjoy a range of sports, activities, clubs, trips and pilgrimages.

Working at St Mary's offers a good quality of life in a highly professional, ambitious and caring Catholic community. We look forward to meeting and welcoming colleagues interested in joining our staff team and committed to giving our pupils the best possible education.

St Mary's High School is committed to safeguarding and promoting the welfare of children and young people. As part of our due diligence an online search will be carried out on shortlisted candidates.

The successful candidate will be subject to a Disclosure and Barring Service enhanced check and further pre-employment checks will be conducted in accordance with KCSIE. The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

All documents relating to this post can be accessed through the school's website under Contact Us > Vacancies.

Deadline for applications: 12pm Friday 25th September 2026

Completed applications to be emailed to cbryan@st-maryshigh.hereford.sch.uk

We look forward to receiving your application.