



Examinations Officer

35 hours per week, Term-time plus 2 weeks (41 weeks per year)

Application Pack





Letter from the Principal

Thank you for your interest in Woking College.

Woking College is an oversubscribed and highly successful college of over 1700 students drawing students from more than 60 different schools. Our very successful focus will always be to create the very best environment for high quality of teaching and learning. We have a very broad range of enrichment activities, in order to greatly enhance the cultural capital and future prospects of our students. We place a very strong emphasis on maintaining our wonderful community, we have a more diverse College population than might be thought of as typical for Surrey and we are determined to maintain our inclusive ethos. We are fully committed to innovation whilst maintaining a humane and caring approach for all members of the College community which has resulted in the doubling of the student population in recent years. These approaches have been key to securing Grade 1 'Outstanding' in all seven categories in our October 2022 Ofsted inspection.

Woking College is enjoying record results, very positive value-added and an abundance of applications and quite rightly has a teaching and learning culture which is the envy of other institutions, indeed in recent staff surveys over 95% of College staff said they were proud to work at Woking College!

We believe that our physical environment should also inspire our staff and students. All have benefitted hugely from an impressive transformation of the College's estate over recent years, with the completion of a new Sports Centre in 2014, a new Art building in 2015 and a modern and larger Science Building in 2016. A full size 3G pitch was completed in 2020. A £3m teaching block opened in early 2023, and a further £3m project working collaboratively with the adjacent community centre opened in September 2023 enhancing our Performing Arts facilities even further.

We recognise the advantages of collaboration and have worked hard over the years to build and maintain close working relationships with other education providers and the Local Authority. The College has been a long-standing member of S7, the Surrey and Sussex group of Sixth Form Colleges, arguably the leading college consortium nationally, and we look forward to continued positive engagement with schools, colleges and the local community for the benefit of all.

With strong leadership from our passionate and committed senior leadership team, and with the support of excellent teaching and support staff across all areas, we look forward to the continued evolution of the College; we also look forward to meeting committed, engaging and passionate people who want to join us to further enhance the life-chances and choices of our students – which is of course our main mission as educators.

We very much look forward to receiving your application.

Brett Freeman
Principal



The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and successful applicants will be subject to Enhanced Disclosure and Barring Service (DBS) checks. The College is committed to equal opportunities.

The Role

This is an exciting opportunity to join our team as we recruit for a highly-organised Exams Officer to help administer all external and internal examinations for the College's students. This key role involves managing exam entries and results, liaising with awarding bodies and ensuring full compliance with exam regulations. Candidates must be able to demonstrate excellent communication skills, a calm approach under pressure and a commitment to maintaining the integrity and confidentiality of the examination process.

We would like to hear from candidates who are passionate in supporting student success and can work in a structured environment, meeting tight deadlines. The exams team comprises of two Exams Officer and an Exams Assistant, with the team overseen by one of the College's Directors. The Exams Officers will be responsible for all exams, including Vocational, A Level, GCSE, Functional Skills, ESOL (English for Speakers of Other Languages). The successful candidate will be working alongside our current, highly-experienced Exams Officer, which will ensure the opportunity for full training.

We are looking for an exceptional candidate for this key role in the College who should demonstrate a methodical and organised approach to their work with excellent attention to detail. We expect high performance from all our staff and are looking for an impressive individual to join the team who can prioritise their work and keep to specific deadlines. Candidates should demonstrate their ability and suitability to both the role and the culture of the College.

Start Date: as soon as possible

Hours: 35 hours per week, term-time plus 2 weeks (totaling 41 weeks per year)

Flexibility will be required during exam periods and hours may be exceeded during this time to ensure exams are started and finished effectively. The two additional weeks, outside of the standard term-time of 39 weeks, will be required over the GCSE and A Level summer exam results period in August each year, regardless of which role the candidate is overall responsible for.

Salary: Actual salary £32,094 pa, inclusive of fringe allowance for 35 hours per week, term-time plus two weeks (totaling 41 weeks per year). Actual salary will be paid equally across 12 months of the year.
FTE salary is £37,572 inclusive of fringe allowance pa



Job Description

Post Title: Examinations Officer

Responsible: Director of Applied General Qualifications

Job Purpose: To administer the conduct of the College's examination system

Job Responsibilities:

1. To liaise with all the Examining Boards and Assessor Organisations to which the College is affiliated.
 2. To receive all examination related mail and direct relevant information to Heads of Departments.
 3. To return all relevant forms for examination entries by the required deadlines.
 4. To prepare timetables for internal and external examinations.
 5. To deal with examination timetable clashes.
 6. To receive all examination stationery, papers, examiners' addresses and registers etc and store in conformity with the agreed security arrangements.
 7. To provide information upon request to visiting Inspectors with Examining Boards.
 8. Ensuring that students who transfer from other institutions are given appropriate advice and exam protocols are followed.
 9. To supervise the rooming of examinations, the posting of scripts and any emergency action required according to the Inter Board Regulations and in conjunction with members of the teaching staff and invigilators, the general conduct of examination sessions.
 10. To handle applications for:
 - External candidates
 - Special concessions
 - Requests for re-marking
 11. To check the Invoices from the Examinations Boards and to ensure exams fees are collected and advise the Finance Officer of students to be billed.
 12. To oversee the dispatch of coursework/projects in conjunction with Heads of Department and Course Leaders.
 13. To ensure the issuing of results and the distribution of certificates to candidates.
 14. To support and promote the development of examinations provision in the College, including delivering and overseeing staff training.
 15. In conjunction with the line manager, to write and update exam related policies and procedures when they are due for review.
 16. To help, when able and requested, other members of the Registry in their various functions, at peak times.
 17. To act at all times in accordance with the College's Health & Safety, Safeguarding and Equality & Diversity policies.
 18. To take part in the training programmes provided by the College and agree to the process of professional reviews.
 19. To undertake any other particular duties which may be reasonably assigned to you by the Principal from time to time.
- NB: a more detailed breakdown of the above will be available as part of the induction to the role

Person Specification

The person appointed will be expected to have or to be able to demonstrate the capacity to develop:

- An understanding and support for the ethos of the College.
- An enthusiasm for working with and meeting the needs of 16 – 19 year olds.
- An ability to form very positive relationship with all members of the College community.
- Ability to work on own initiative, manage own time and meet deadlines.
- Excellent interpersonal and communication skills at all levels.
- Excellent attention to detail and ability to work accurately and manage a range of priorities.
- Excellent organisational and planning skills.
- A good knowledge of examination procedures.
- Excellent IT skills especially in the use of spreadsheet applications and to be literate and numerate to produce word processed materials.
- An awareness of the need for personal development, both as a member of a team and as an individual.
- A commitment to the College's Health & Safety, Safeguarding and Equality and Diversity policies.



Why work with us?

Woking College has a strong sense of community in which everyone is valued; we look forward to welcoming new members of staff to join our team.

We have an inclusive ethos, and are proud of our diverse students and staff community. The College is committed to safeguarding, alongside our core values of inclusiveness, adhering to the highest personal, professional and academic standards, supporting individual wellbeing, supportive management and positive relationship and a sustainable future for all. We expect all staff, volunteers and others involved in the College community to share this commitment.

Following our grading as Outstanding at our recent Ofsted inspection in October 2022, Ofsted stated that:

"Staff feel proud to work at the College. They are exceptionally positive about the culture leaders have created. They describe leaders as visible, approachable and highly focussed on staff wellbeing. Leaders celebrate achievement frequently in staff forums which helps staff to feel recognised, highly valued and a member of the Woking College family."

Staff survey results state that:

- ✓ 95% of staff are proud to work at Woking College.
- ✓ 99% agreed that leaders are considerate of staff wellbeing.
- A positive approach to staff development; including regular cross-College sharing best practice sessions
- Regular whole-College communication including weekly staff briefings
- Regular departmental meetings to ensure support and share departmental best practice
- Excellent student behaviour and productive working relationships with the Student Union
- Excellent links with local schools, businesses and universities
- Welcoming, friendly and approachable community, a harmonious working atmosphere

S7 Consortium:

- Opportunities for staff training within the S7 consortium of Colleges & liaison with peers within the consortium: [S7 Professional Development Video](#)

Benefits include:

- Free on-site parking
- Staff room with free hot drinks available to all staff, Friday cakes
- Onsite canteen with a range of healthy options to purchase, and a Costa coffee shop
- Regular staff social events: bowling, staff quiz, summer BBQ, weekend walks/cycling, Christmas lunch, Christmas party
- College gym available for staff use, yoga classes, staff football (new 3G pitch), run club
- Staff clubs/support groups: book club; menopause group; group for parents/carers of children with mental health concerns; carers for elderly parents
- Access to prayer/multi faith room
- Free eye test vouchers
- Flu jab
- Cycle to work scheme
- Pension: eligible employees will be automatically enrolled in the Teacher's Pension Scheme, or the Local Government Pension Scheme (support staff), unless you decide to opt-out
- Employee support: staff have access to a confidential employee support helpline
- Location: Excellent train links from London Waterloo and the South Coast, walking distance of Woking station. Close to A3, M25 & M3 junctions



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Application & Selection

Application forms are available to download from our website: [Woking College | Surrey | Staff Vacancies](#)

Please note that CVs will not be accepted on their own. All applicants must have the Right to Work in the UK, the College is unable to sponsor visas.

Please ensure **education** and **employment history** is completed fully, gaps in employment must be accounted for under the section entitled "Periods when not working". We would like to see your passion for the role and the College in your **supporting statement**, please use this opportunity to include personal skills, experience relevant to the post, and reasons why you feel you would be successful if this post.

Closing date: 9am, Friday 12 September 2025

Interviews: to be held on Friday 19 September 2025

Completed applications, or any queries regarding the role or your application, should be sent via email to Kirsty Crook (Personnel Officer): recruitment@woking.ac.uk

Shortlisted candidates will be notified, invited for interview and references will be taken up immediately. Please note that it is not possible to inform candidates who have not been short-listed due to time constraints.

The interview process will comprise of the following, but may be subject to change:

- a guided tour of the College
- Interview with the Principal and senior staff
- Secondary interview with senior staff
- Informal meet with department members
- Portfolio of work

The College encourages all candidates to be familiar with the following documents:

- Section 1 of the DfE paper on "Keeping Children Safe in Education" September 2024 (to be updated for 1 September 2025)
- Woking College's Safeguarding and Child Protection Policy.
- In line with the General Data Protection Regulation (GDPR) the College asks candidates to consider the Privacy Notice for Job Applicants

The documents listed above are available from the College's Staff Vacancies page, please use this link to access them [Woking College | Surrey | Staff Vacancies](#)