



# ST JAMES'

CATHOLIC HIGH SCHOOL



## Exams and Admin Officer

Candidate Information | May 2026



# A message from the Headteacher



Thank you for your interest in St James' Catholic High School. This is an exciting time to join St James' as we look to move our school to the next level.

We are a good oversubscribed school (OFSTED 2022) located in Stockport, South of Manchester. Our school is made up of 825 students and 100 staff. St James' Catholic High School is a thriving Catholic community that places children at the centre of everything we do. The Diocese of Shrewsbury judged our school to be a "Good" Catholic school.

St James' is a highly academic performing school:

- In 2025, **73% of students attained a Grade 4 or above in both English & Mathematics (the equivalent to the old Grade C)** with **46% achieving a Grade 5 or above in both English & Mathematics**
- **82 grade 9s and 115 grade 8s were awarded to our students in 2025**, demonstrating exceptional attainment across a wide range of subjects
- Exceptional results in open, Maths and English subjects placing us in the **top 20% of similar schools nationally**

Our school is at the cutting edge of teaching and learning and thrives on providing outstanding opportunities for the young people we serve. All our staff work to provide our young people with the skills, knowledge and understanding in order to achieve their full potential.

Inspired by the example of St James, the purpose of our school is 'To educate and develop global Catholic citizens'. Our three school values of Family, Faith and Excellence are lived out every single day by staff, students and all stakeholders.

The reputation of our school is exceptional within Stockport and across the Shrewsbury Diocese for academic excellence, impeccable pupil conduct and for providing outstanding additional opportunities for our young people. The result is that our young people develop into global Catholic citizens who are proud to profess their faith and who make a positive contribution to society.

At the root of our success is our St James' community. This is built on strong, positive relationships between all staff, students and parents. Our parents support our school and develop their children at home whilst our dedicated staff are relentless in driving excellence by providing the best educational experiences and opportunities for our students. Underpinning this excellence are our unique values, Catholic ethos and our mission. We are inspired and driven by the Gospel where we are told: 'With God all things are possible' (Matthew 19:26).

If you would like to find out more about our school and community, please contact Kirsty Bowers, PA to the Headteacher on 0161 482 6900 or at [headteacherpa@stjamesheadle.co.uk](mailto:headteacherpa@stjamesheadle.co.uk)

**Anthony Pontifex**  
Headteacher

Governors seek the following appointment to start July 2026 or sooner.



# Exams and Admin Officer

Full time, Permanent, 37 hours per week (term time only)  
Scale 4 £26,403 - £28,142 pro rata (actual £22,482 - £23,963)

The St James' Catholic High School Mission:

*To ensure everyone within our school **family** achieves their full potential,  
to encourage learning and development through **faith**,  
and to strive for **excellence***

Applications are welcome regardless of the personal faith of the applicant, providing they are supportive of the school's Catholic ethos

St James' Catholic High School is a popular and oversubscribed 11-16 mixed comprehensive Catholic High School which was judged by OFSTED to be a "Good" school in April 2022, with "Outstanding" Outcomes for Pupils.

The Diocese of Shrewsbury judged our school to be a "Good" Catholic school

The governors of the school wish to appoint an inspirational, dynamic and highly motivated Exams and Admin Officer

**Closing Date: Monday 8<sup>th</sup> June 2026, 9am**

**Interviews: Friday 12<sup>th</sup> June**

Please note a current CES application form (version 14) and the Model Rehabilitation of Offenders act 1974 Disclosure form must be completed for this post. CVs will not be accepted. Forms can be emailed to [headteacherpa@stjamesheadle.co.uk](mailto:headteacherpa@stjamesheadle.co.uk)

St James' Catholic High School is an equal opportunity employer which is "Positive about Disabled People". Whilst all applicants will be judged on merit alone, we particularly welcome applications from groups currently under-represented in the workforce, who meet the person specification for the post

St James' Catholic High School 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 checks with past employers and the Disclosure & Barring Service



# Exams and Admin Officer

## School Mission Statement

St James' Catholic High School aims to ensure everyone within our school family achieves their full potential, to encourage learning and development through faith, and to strive for excellence.

## Purpose

- To lead the effective administration of the school's SIMS information management system in order to accurately record and organise all student data, ensuring compliance with GDPR legislation
- To organise and develop the school's production of data to report on GCSE results, assessment, progress and behaviour through the use of SIMS, SISRA and interaction with other external databases
- To organise and administer the school's examination system ensuring compliance with JCQ regulations

## Main Responsibilities

### Exams

- Liaise with the SENCo and Access Arrangement Coordinator to ensure that candidates' access arrangements and reasonable adjustments are provided
- Liaise with heads of department/directors of faculty to ensure that examination requirements for the subject are met
- Liaise with the site management staff, ICT staff and invigilators to ensure that examination rooms are set up and organised in accordance with JCQ exam regulations
- Consider the impact of exams on the wider school community and make appropriate arrangements to re-arrange staff and room cover
- Administer correct exam entries in SIMS and submit entries and amendments to awarding bodies
- Apply for candidate special consideration
- Ensure the security of examination question papers and scripts in accordance with JCQ and awarding body regulations
- Dispatch completed examination papers and NEA samples to the appropriate examiners
- Ensure all exam policies are compliant and up-to-date
- Produce examination timetables for students and ensure their distribution
- Import examination results into school and organise distribution of examination results for students
- Provide examination data to the Local Authority and Diocese
- Issue Exam Certificates to candidates and assist in the planning Presentation Evening

### Administration

- Organise the recruitment of examination invigilators
- Organise the training of invigilators
- Produce exam timetables, seating plans, organise internal and external exam series
- Administer examination post-results services

- Respond to parent/carer enquiries regarding examinations and other general student issues.
- To arrange room changes as a result of cover or exam implications or other requests as necessary.
- To cover school reception each lunchtime and during other periods of absence, including any periods of sickness absence
- Assist with communications via the St James' app
- Undertake a wide range of day to day, one-off and occasional administrative procedures, including general administrative duties as appropriate to the grade of the post as requested by the Senior Business Manager

## Professional and Personal Development

- Attend training courses relevant to the post, ensuring continuing personal and professional development
- Attend Exams network meetings and conferences
- Keep up to date with DfE, JCQ and awarding body changes and communicate with relevant staff

## General Duties

- To act in accordance with provisions of the School Staff Code of Conduct.
- To abide by the School Data Protection Policy
- To use information technology systems as required, in compliance with the School IT Policy
- To carry out the responsibilities of the post with due regard to all or any of the School equality and diversity policies
- To operate in accordance with Health and Safety Legislation, which specifies that all employees have a duty to work safely and not to put others at risk
- To take part in performance management and undertake/participate in training as appropriate
- To comply with and follow all other school policies and procedures in force and also with the conditions of service stipulated within the contract of employment
- To have an involvement in other associated duties as discussed and agreed with the Headteacher

## Other Specific Duties

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. This post is subject to Enhanced DBS disclosure.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.

The post holder will be expected to comply with all reasonable requests from the Headteacher to undertake work of a similar level that is not specified in their job description.



# Exams and Admin Officer

Job Requirements	Status of Criteria		Method of Assessment	
	Essential	Desirable	Application	Interview/t ask
<b>Training and Qualification</b>				
Good standard of education to at least GCSE standard or equivalent; at least GCSE Grade C or equivalent in English and Maths	✓		✓	
Level 3 qualification in a relevant field e.g., administration.		✓	✓	
Commitment to personal/professional development	✓		✓	
<b>Personal skills and qualities</b>				
Supportive of the ethos of a Catholic School	✓		✓	✓
Ability to maintain confidentiality and to be able to deal with matters with discretion and sensitivity	✓		✓	✓
Willingness to accept the demands and challenges of the post and respond in a flexible and approachable manner	✓		✓	✓
Able to work under pressure and manage own workload and commitments through excellent time management skills	✓		✓	✓
Good interpersonal skills and able to communicate effectively with a range of people	✓		✓	✓
<b>Knowledge and Skills</b>				
Knowledge and understanding of awarding organisations and the regulatory framework for administering examinations.		✓	✓	✓
Knowledge of invigilation procedures.		✓	✓	✓
Excellent communication and interpersonal skills	✓		✓	✓
Ability to build good working relationships with staff and other stakeholders	✓			✓
Act with integrity, honesty, loyalty, and fairness to safeguard the assets, financial integrity, and reputation of the school	✓			✓
Ability to work under pressure and prioritise effectively	✓			✓
<b>Experience</b>				
Experience of working in a school office environment		✓	✓	✓
Experience of the management information systems - SIMS.net		✓	✓	
General office/admin experience	✓		✓	✓
Professional attitude	✓		✓	✓
Experience of exam invigilation		✓	✓	✓
Experience of handling large amounts of sensitive data and upholding the principles of confidentiality	✓		✓	✓
Experience of providing training, guidance, and support to others.	✓		✓	✓
Able to establish good collaborative relationships and networks	✓		✓	✓

# Contact

**Kirsty Bowers**

PA to the Headteacher

0161 482 6900

headteacherpa@stjamesheadle.co.uk

[www.stjamesheadle.co.uk](http://www.stjamesheadle.co.uk)

St James' Catholic High School

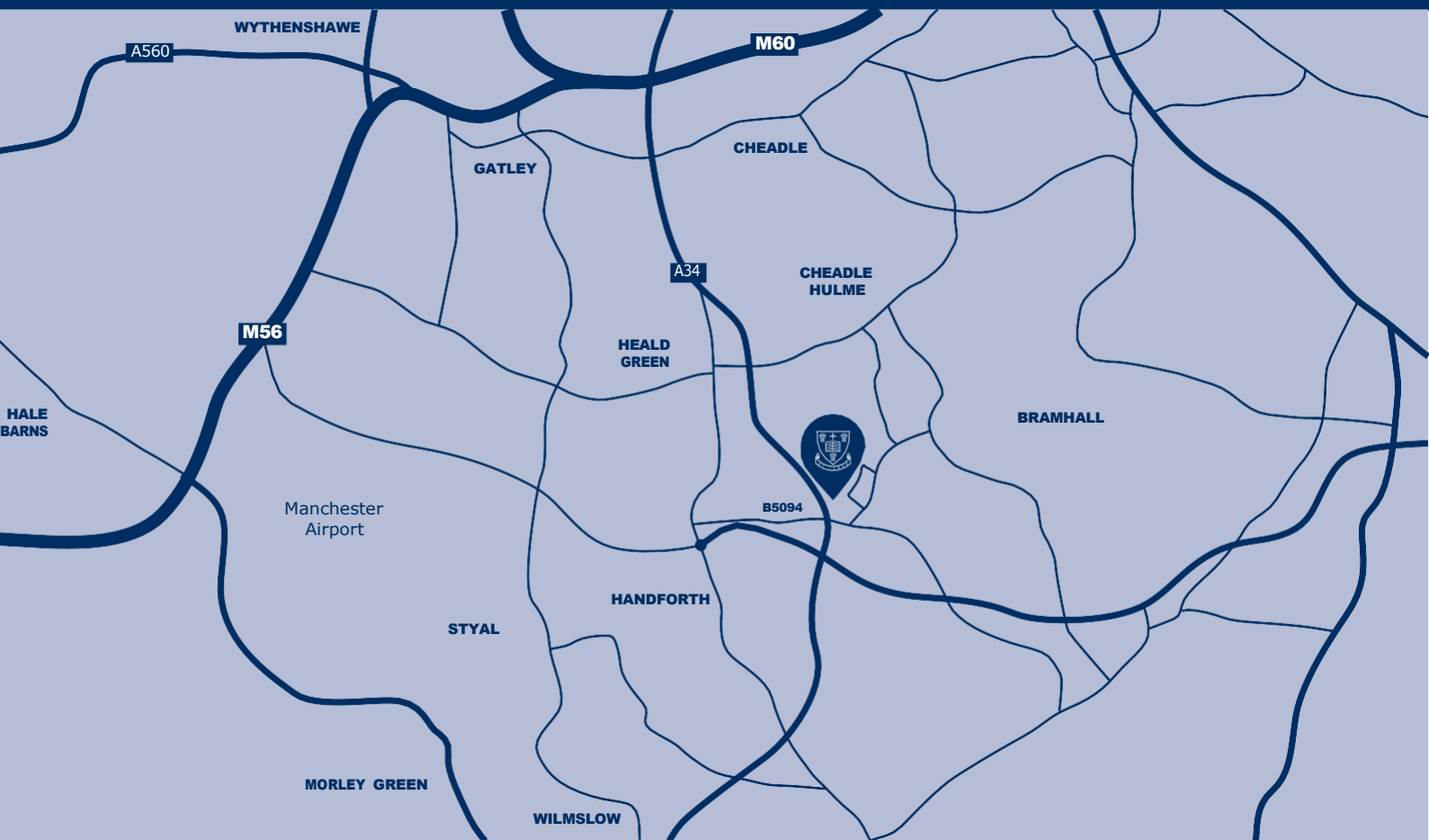
St James' Way

Cheadle Hulme

Cheadle

Cheshire

SK8 6PZ



**ST JAMES'**  
CATHOLIC HIGH SCHOOL

With God all things are possible

Matthew 19:26