



Richard Lander School

Truro



Application Pack

Examination Officer

Cornwall Council Grade 2 (£25,772 - £30,881FTE)

Permanent, following the completion of a 6-month probationary period

37 Hours per week – term time plus inset plus 12 days

Start Date: Negotiable



September 2025

Dear Candidate,

Re – Examination Officer – 37 hours per week (Term time plus inset plus 12 days)

Please find enclosed an application form and details for the above post at this school.

The Role:

An opportunity has arisen to appoint an examination officer at Richard Lander School. To organise and provide accurate administrative support in connection with all internal and external examinations and key stage data entries as well as being responsible for the provision of an efficient printing, photocopying, document publishing service for staff.

If you would like to discuss this post further or arrange a visit to the school please contact Mrs Harrison, Personnel Manager, on 01872 242746 or email vharrison@richardlander.cornwall.sch.uk

We hope that after reading our details and person specification that you will want to join our team.

This position is full time and permanent and is available immediately, although a start date can be negotiated.

Completed forms should be submitted to vharrison@richardlander.cornwall.sch.uk by midday on Tuesday 23rd September, however the advert may end early if the right candidate is found. Shortlisted candidates will be notified of the interview date.

Can I take this opportunity of thanking you for your interest in the position at Richard Lander School. If you do not hear anything from us within 28 days you can assume your application was unsuccessful.

With best wishes for the future.

Yours sincerely,

Mr Steve Mulcahy
Headteacher.



Background for Prospective Candidates

Come and work for a great school in a great location.

Where are we?

Cornwall has far more than just beaches, surfing and world heritage countryside, we also have some of the best schools in the country with the space, facilities and drive to give the best possible education to the students we serve.

Truro is Cornwall's county town, it's only city and the most southern city in mainland Great Britain. Truro has a booming population thanks to its location in the heart of the county and is a centre for art, culture and entertainment.

The school is situated to the West of the city centre and serves the beautiful coastal communities of St Agnes and Porthtowan as well as communities closer at hand.

The School

Richard Lander School is Truro's largest secondary school. Richard Lander is highly regarded in the area and oversubscribed in several year groups. We have 1571 students on roll. Mr Steve Mulcahy, has been our Headteacher since 2008. We were inspected by OFSTED in 2023 and were graded as a good school.

We have an ARB for up to 15 students on site which is very much part of our school.

Our Ethos:

At the heart of our work is a desire to see all our young people and staff develop their gifts and talents to their full potential. Some people call this ambition, we call it 'being the best you can be'. Our standards are high and our aim is for all children to achieve their full potential, both academically and socially.

The Application

Please see the job description for more details of this exciting post.

Prospective candidates are very welcome to arrange to visit the school by calling 01872 273750. Application may be submitted at any point and a rolling interview process will take place as suitable applications are received.

Please send your completed forms to the school for the attention of Vicky Harrison, Personnel Officer, vharrison@richardlander.cornwall.sch.uk. Applications should address the items included on the person specification and only candidates who meet the essential criterion will be shortlisted.

The Interview Process:

Candidates who are shortlisted for the position will be contacted by a telephone call and this will be followed up with an e-mail.

- In line with Keeping Children Safe in Education 2025, as part of the shortlisting process, the school may carry out an online search on shortlisted candidates.
- All interviews will be face to face and will explore the candidate's suitability for the position.
- Applications will be scrutinised and discrepancies or anomalies in work related history, experience and qualifications will be discussed at the interview stage.
- Successful candidates will be required to achieve a full enhanced DBS disclosure and 2 satisfactory references.

Safeguarding

Richard Lander School is committed to safeguarding and promoting the welfare of all children. We expect all our team members to share this commitment.



Examinations Officer

Closing Date: Applications may be submitted at any point and a rolling interview process will take place as suitable applications are received.

Salary: Grade 2 - £25,772 - £30,881FTE

Contract type: 37 Hours per week Term Time plus insets and 12 days

Contract term: Permanent – pending completion of a 6-month probationary period

Responsible to: Headteacher/ Head of Centre/ Exams Lead

Direct Supervisory Responsibility for: Exam Invigilators

Indirect Supervisory Responsibility for: None

Important Functional Relationships Internal: Headteacher, teachers, support staff, pupils, exam invigilators, Governors.

External: Examination Boards, parents/guardians

Main Purpose of Job:

To organise and provide accurate administrative support in connection with all internal and external examinations and key stage data entries.

Main Duties and Responsibilities:

1. To be responsible for processing entries to examination boards.
2. To be responsible for the maintenance of syllabuses.
3. To oversee the collection and dissemination of coursework marks to examination boards.
4. To organise the timetable and invigilation programme for examinations, including liaison with external invigilators and correspondence with examination boards.
5. To be responsible for the organisation and security of examination papers.
6. To be responsible for the preparation and organisation of examination rooms.
7. To maintain all manual and computerised administration systems relating to examinations data.
8. To be responsible for the production of statistical returns in respect of examination results and data.
9. To liaise and correspond with external examination bodies as appropriate.



10. To process and distribute examination results.
11. To undertake the photocopying and collation of exam papers.
12. To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. Council (Equal Opportunities Policy/Code of Conduct), national legislation (Health and Safety, Data Protection).
13. To maintain confidentiality of information acquired in the course of undertaking duties for the department.
14. To be responsible for your own continuing self-development, undertaking training as appropriate.
15. To undertake other duties appropriate to the grading of the post as required.

Date Prepared: September 2025

Job Description Prepared by: Richard Lander School



PERSON SPECIFICATION

Attributes	Essential	Desirable	How Identified
Relevant Experience	<p>Some practical administrative work experience.</p> <p>Practical experience of word processing, excel, e-mail & other office electronic applications.</p>	<p>Some practical experience of administrative work within a school/college environment.</p> <p>Examination administration experience.</p> <p>Experience of school data & information systems.</p> <p>Previous experience of printing and document publishing work, to include practical experience of reprographics & publishing equipment.</p> <p>Previous experience of working with audio & visual aids.</p>	Application Form / Interview
Education and Training	Attainment of GCSE's or equivalent (educated to level 2 standard) to include Maths and English.	Attainment of level 3 qualifications or equivalent (eg: A levels, AVCE)	Application Form
Special Knowledge and Skills	<p>Good typing and word processing skills.</p> <p>Good oral and written skills.</p> <p>Good organisational skills.</p> <p>Good communication skills.</p>	Knowledge of electronic display and presentation formats.	<p>Application form / interview</p> <p>Excel / Word processing test.</p>
Any additional factors	<p>Professional, tactful & sensitive.</p> <p>Discreet and confidential.</p> <p>Ability to work on own initiative and within a team.</p> <p>Enjoys working with young people.</p> <p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.</p>		



Special Conditions related to the post

The school is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
 Receipt of two satisfactory employer references one of which must be from your current or most recent employer
 Satisfactory verification of relevant qualifications
 Satisfactory health check

All new employees will be required to undertake mandatory training required by the school.

How to apply:	Complete the relevant applications form, equal opportunities and self-declaration form. Please note that applications will not be accepted unless on the attached application form. CVs are not accepted. Please complete an application form in full and return to: vharrison@richardlander.cornwall.sch.uk
Contact details:	Address: Mrs. Victoria Harrison Richard Lander School, Higher Besore Road, Truro, TR3 6LT Tel: 01872 273750
Closing date:	Midday on Tuesday 23rd September 2025 Shortlisted candidates will be notified of the interview date. Please note that if you have not received a reply within 28 days of the closing date you must assume that, on this occasion your application has been unsuccessful.