



## Contact Us

A full application pack is available from Hagley Catholic High School's website via the vacancies page, or you can apply for the role via direct application only. Applications to be emailed to:

Email: [tbrown@emmausmac.com](mailto:tbrown@emmausmac.com)

Phone: 01562 883193

Online: [hagleyrc@worcs.sch.uk](mailto:hagleyrc@worcs.sch.uk)

We warmly welcome visits to the school. For specific questions about the role and/or to request a visit, please contact Mrs Sherwood.

**Closing Date:** 12pm on 28<sup>th</sup> January 2026

**Interviews:** likely 5<sup>th</sup> or 6<sup>th</sup> February 2026

**EMMAUS**  
**CATHOLIC MAC**  
Our journey with Christ

# We are recruiting for an Assistant Examinations Officer

**Required for March 2026**

**Salary Range: Grade 3 SCP 3 – 4 (£24,796 - £25,185) (FTE – AYR) – To be pro rata  
5 days, 35 hours per week, 40 weeks (TTO + Inset days + 1 week)**

We are seeking a highly organised, thorough, and talented administrator to join our Examination Office. The successful candidate will be committed to the highest standards of professional integrity and diligence, will report to the Examinations Officer and assist in all aspects of the organisation of examinations at Hagley Catholic High School.

You will play a key role in upholding the integrity of the examination/assessment process and be readily available to support the school during the main exam periods and results days.

This is a fabulous opportunity to take on a key support role, in a very good school, in a very strong team.

In addition, some of the key responsibilities will include:

- To be familiar with, and conduct examinations in accordance with, the Joint Council for Qualifications (JCQ) Instructions for Conducting Examinations, Access Arrangements and Reasonable Adjustments, Special Consideration Process and the awarding body instructions.
- To maintain records relating to examinations in accordance with the policies of the school and individual examination boards.
- To maintain appropriate and effective security of examination materials.
- Deputise for the Examinations Officer as, and when, required.
- To maintain accurate records of Student Access Arrangements and liaise with the Special Educational Needs Coordinator to establish needs of students.

The successful candidate will be passionate about ensuring the very best of service and provision in a school environment. They will have a positive mindset and revel in bringing out the very best in students while contributing to the overall ethos of Emmaus MAC.

We welcome applications from both Catholics and non- Catholics but expect all employees to support the Catholic ethos and values of the school/MAC. If you meet the requirements of the job description and person specification and feel that you can make a positive difference to our school, then we can't wait to receive your application.

Effective from September 2022, KCSIE states as part of the shortlisting process school and colleges should consider carrying out online searches, as part of the due diligence on shortlisted candidates. This is to determine suitability to work with children and keep them safe. All shortlisted candidates are now subject to an online check and if there is anything concerning, then the shortlisted candidate will be asked to comment on it at interview.



THE ARCHDIOCESE of BIRMINGHAM



**HAGLEY CATHOLIC  
HIGH SCHOOL**  
SEMPER FIDELIS