



Sir Robert Pattinson Academy

Headmaster Mr D. J. Hardy BA (Hons) PGCE

Examination Officer

32 hours per week, 42 weeks per year

Starting Salary: Grade 5 (SCP12-15) £28153 - £31015 FTE

Required: ASAP

Sir Robert Pattinson Academy is a successful 11 – 18 comprehensive school where students are valued, happy, challenged and strive to achieve their best. The Academy provides rich learning experiences both in and outside of the classroom resulting in a great education.

We are seeking to appoint an experienced Examination Officer to join our expanded Infrastructure team and support the provision of an effective and efficient examination service across the Academy. You will be responsible for providing comprehensive and efficient administration management for internal examinations throughout the Academy and for external examinations in accordance with regulations laid down by JCQ and awarding bodies.

The successful candidate will have excellent organisational, IT and administrative skills with experience of examination work and Microsoft Office packages, including Excel, Word and Outlook. In addition, excellent inter-personal and customer service skills are essential to this role as it requires regular contact and liaison with staff, students and parents.

Previous experience of working within a similar environment and with a Management Information System would be an advantage. However, full training will be provided.

The ideal candidate will have:

- Experience of working in the education sector.
- Experience of working in an Examinations environment.
- Experience of data input and management.
- Excellent ICT skills.
- Ability to work to deadlines and with a high level of detail.

What we can offer you:

- Membership of the Local Government Pension Scheme.
- Free on-site car parking and secure cycle store.
- Cycle to work scheme following successful probation period.
- Occupational sick pay.
- Blue Light Discount Card

Further details and application pack can be found on our website www.srpa.co.uk/vacancies

Please find our Child Protection Policy by clicking here

[Policies | Sir Robert Pattinson Academy \(srpa.co.uk\)](http://www.srpa.co.uk/policies)

Sir Robert Pattinson Academy

Moor Lane North Hykeham Lincoln LN6 9AF

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Closing date: 09 October 9am

Interviews: w/c 12 October 2026

Sir Robert Pattinson Academy is proud to be a member of the 'Disability Confident Scheme'

Sir Robert Pattinson Academy is committed to safeguarding and promoting the welfare of children and young people. We operate Enhanced DBS and safeguarding procedures.

