



Every Student Thriving

Examinations Assistant

Permanent Position

25 hours per week, with flexibility during peak exam season, 38 weeks a year plus up to two INSET days on a timesheet basis and 5 results days during the school summer holiday.

Salary Range 3 point 16, Actual annual salary

£16,929 (FTE £29,965p.a.)

Required to start as soon as possible

- The successful candidate will support our Exams Officer to ensure our students have the best exam experience possible and get the best outcomes.
- Flexibility will be required with longer working days during particularly busy examination periods which will be balanced by shorter working days at quieter periods. In practice the busiest period runs from December through to the end of exams (normally end of June or beginning of July).
- Visits to the school are welcome.

The John Colet School is a caring school where we pursue academic excellence, celebrate success and develop students to become active members of our school and wider community. We are constantly striving to improve.

Other reasons staff enjoy working at John Colet School (Ofsted rated – good) include;

- Good work/life balance
- Well-being activities for staff including weekly yoga, strength & conditioning and Pilates classes, crafts and social activities
- Access to onsite newly opened gym
- Being appreciated and recognised for a job well done
- The support from colleagues and SLT
- Respect and politeness from students
- Access to Blue Light discount card
- Preferential places for children of staff, subject to qualifying period
- Range of resources and support available to help achieve personal and professional goals

- Coaching and CPD workshops
- Lovely setting/environment in an area of outstanding natural beauty nestled in the Chiltern Hills (with plentiful, free staff parking)
- A 'be kind' culture
- Equality and diversity in the workplace is practised
- A wide variety of trips and extra-curricular activities (please see our website)

Applications should be made via MyNewTerm

<https://mynewterm.com/jobs/137261/EDV-2025-JCS-08711>

The John Colet School takes the safeguarding and wellbeing of students seriously and this post is subject to an enhanced Disclosure & Barring Service check, KCSiE and Social Media check.

Closing date: 9am Tuesday 14 October 2025 2025

Interview date: Monday 20 October 2025