



## DENBIGH SCHOOL

### Denbigh School

Burchard Cres, Shenley Church End, Milton Keynes MK5 6EX

*hr@thedenbighalliance.org.uk*

Exams Officer
£31,586 to £36,124 FTE (Actual Salary – £28,670 - £32,789)
Permanent
<b>Start date:</b> 01/09/2025

### **About our School:**

Denbigh School is an excellent school with an enviable reputation. It is a highly successful, over-subscribed comprehensive school with 1750 students aged 11 – 18 and over 200 staff. At Denbigh School, we firmly believe that every student has the right to learn in every lesson, and every teacher has the right to teach without disruption. Our strong expectations around behaviour and engagement foster a calm, purposeful and dynamic environment where both staff and students can thrive. Our school embodies the core values of Kindness & Respect, Engagement, and Doing No Harm. These values are central to everything we do, guiding our approach as a school and as a cohesive team of staff.

For more information about our school, please explore our website: <https://www.denbigh.net/>

### **About the Role:**

Term Time + 3 weeks  
Monday to Thursday, 8:00am to 4:30pm  
Friday, 8:00am to 4:00pm

Salary – £31,586 to £36,124 FTE  
Actual Salary – £28,670 - £32,789

Do you have experience in exam processes and ensuring compliance with regulations?  
Are you detail-oriented and able to handle confidential information with discretion?

Denbigh School is seeking an Exams Officer to join our team. In this pivotal role, you will be

responsible for overseeing all aspects of the exam administration process. Your primary duties will include maintaining and developing systems to coordinate exam administration, preparing for and running internal and external examination series, ensuring compliance with JCQ and awarding body regulations and liaising with internal and external stakeholders. Additionally, you will play a key role in managing exam entry procedures, including registration, candidate management and fee payment processes.

The successful candidate will be familiar with examination procedures and regulations. This is an excellent opportunity for an individual who is passionate about education and possesses a meticulous attention to detail.

**Closing date for applications: 19/05/2025**

**Alternatively, you can apply here: <https://mynewterm.com/jobs/136468/EDV-2025-DS-23379>**