

Exams Officer and Academic Administrator

As soon as possible start 2026.

Part time role, term time plus.

Longridge Towers School is seeking to recruit an enthusiastic, highly motivated and organised individual to join our dedicated team as an Exams Officer and Academic Administrator on a permanent part-time basis.

This is a varied and rewarding role, supporting the Deputy Head and Senior Leadership Team in the smooth and efficient running of the School's academic administration. The successful candidate will be responsible for managing all aspects of the School's public examinations as the designated Exams Officer, coordinating educational visits as the Educational Visits Coordinator (EVC), arranging teaching cover for the senior school timetable, and providing high-quality administrative support across a range of academic functions.

The role requires exceptional organisational skills, the ability to manage multiple priorities and deadlines, and excellent attention to detail. The successful applicant will work closely with teaching and support staff to ensure that examinations, educational visits, cover arrangements and key school communications are delivered efficiently and in full compliance with relevant regulations and School policies.

We are looking to appoint a well-qualified, experienced and discreet individual who is friendly, proactive and highly organised, with excellent interpersonal and communication skills. Applicants should be confident using IT systems and databases, possess strong administrative experience, and be able to work calmly and effectively under pressure. Experience within a school environment is desirable, and previous experience in examinations administration or educational administration would be advantageous, although training will be provided for the right candidate.

The working hours are 7.45am to 11.15am Monday to Friday (17.5 hours per week), term time only, plus 20 additional days to support examination planning and administration, including attendance on GCSE and A Level results days in August. Additional hours may be required during formal examination periods to ensure the smooth running of the exam series.

Longridge Towers School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Closing Date: Midday 14th September 2026

Application forms and further details of this post are available on the School website at www.lts.org.uk. Application forms must be completed in full and should be returned along with a letter of application/supporting statement by the closing date. Please note we do not accept CV's as a method of application. All post holders are subject to a satisfactory enhanced DBS check.