



Appointment of Examinations Assistant and Finance Officer

Required September 2026

Welcome from the Head



Carrington School is a forward-thinking, inclusive and innovative school with a clear vision: to provide an exceptional education that enables every young person to thrive academically, creatively and personally. We are a school that believes in possibility, in ambition and in creating opportunities that transform lives.

Over recent years, Carrington has undergone significant and exciting change. Through reflection, determination and a relentless commitment to improvement, we have developed a strong culture of learning with embedded systems and structures that support the success and wellbeing of every student. Alongside our outstanding facilities and evolving curriculum, we continue to shape a school community where aspiration is nurtured, individuality is celebrated and excellence is expected. At Carrington, we recognise that education extends far beyond examination outcomes. Our role is not only to educate, but to inspire. We want students to discover their talents, develop confidence in their abilities and embrace opportunities in sport, the arts, leadership and enrichment. We believe that widening experiences and encouraging creativity are essential in helping young people grow into respectful, resilient and determined individuals who are prepared for the future.

Our vision is built around three core values:

Aspire – encouraging every student to aim high, embrace challenge and believe in their potential.

Innovate – fostering curiosity, creativity and confidence to think differently and explore new ideas.

Respect – developing thoughtful, compassionate young people who value themselves, others and the world around them.

Our motto, Ad Astra – Reach for the Stars – reflects the high expectations and ambitions we hold for every member of our community. We want Carrington students to feel proud of who they are, proud of what they achieve and proud to belong to our school.

This is an exciting opportunity to join a passionate and dedicated staff team in a school that is ambitious for its future and for the young people it serves.





Who We Are

- We are a 11-16 comprehensive school
- We are a 7 form entry, 210 PAN
- We are central to Redhill and have great access from the train station, easily accessible to the coast and London
- We are in SESSET along with The Ashcombe School and Therfield School
- Our last Ofsted Inspection was rated 'Good' in May 2023
- Our students make good progress and we continue to work hard to ensure their outcomes continue to improve

“Pupils are proud of their school. They know that the staff work very hard to support them”
(Ofsted 2023)

The Role

Role

To lead the efficient, compliant and accurate delivery of all examination processes and student financial systems, ensuring the school meets all regulatory requirements while supporting students and families with professionalism, care and clarity.

This role plays a critical part in safeguarding the integrity of examinations and oversight of ParentPay systems.

Job Title: Examinations Assistant and Finance Officer

Hours - 20 hours per week/39.2 weeks per year

Salary: SESSET 6 £14,805 to £16,161 (FTE £31,102 - £33,952)

Line Manager: Operations Officer/Assistant SENCO with responsibility for exams

Contact Karen Ehren, HR Officer for more information
hr@carringtonschool.org or 01737 764356 x208



Benefits

- > Strong induction programme
- > Great CPD and training opportunities
- > Two-week October half term
- > Opportunities to **accompany visits locally, nationally and internationally**, such as skiing in Italy, hiking in Morocco and community project work in Uganda
- > Modern, spacious and well-equipped staff room
- > On-site parking
- > Confidential membership of Smart Clinic, our employee support service that covers legal, health, financial and lifestyle support for all staff
- > Annual pay progression within your pay grade
- > Laptops for all teaching staff and tablets for all teaching assistants
- > Start the day with free morning porridge!
- > Complimentary refreshments when attending evening events such as Parent-Teacher meetings and Open Evening
- > £1000 finders fee for staff who recruit other appropriate staff for us
- > London Fringe Allowance
- > **Annual flu vaccinations**
- > Paid lunch duties available

Our people really are what sets us apart, with a warm and positive culture that challenges and supports us to be our best every day.

Our holistic approach is evident in our innovative Excellence Programme designed to provide cultural capital, a beautiful Ecology Area that stretches alongside the Earlswood brook where we run our Forest School, and extensive enrichment opportunities.

Role Description

The Role

Key Responsibilities

1.Examinations Management (Primary Responsibility working alongside the Assistant SENCO with responsibility for Exams)

- Lead the planning, organisation and delivery of all external examinations, including GCSEs
- Act as the primary liaison with awarding bodies, ensuring full compliance with JCQ regulations
- Manage exam entries, amendments and withdrawals accurately and within deadlines
- Produce and manage examination timetables for students and staff
- Recruit, train and deploy invigilators
- Oversee the secure handling, storage and distribution of examination materials
- Ensure appropriate access arrangements are implemented (in collaboration with SENCO)
- Organise results days, including distribution and post-results services
- Maintain accurate records in line with inspection and audit requirements
- Continuously review processes to improve efficiency and reduce risk

2. Student Finance

ParentPay & Trip Finance

- Support accurate setup and administration of ParentPay systems
- Monitor and track payments relating to school trips and activities
- Reconcile financial data in collaboration with the Operations & Lettings Manager
- Support communication with families regarding payments

3. Finance Support

- Processing staff expense claims
- Supporting income collection and banking activities
- Reconciling the staff donations bank account
- Processing Purchase orders and invoices as required
- Liaising with suppliers and key stakeholders as necessary
- Assisting with general financial administration

4. Compliance & Accuracy

- Maintain up-to-date knowledge of examination regulations and DfE finance guidance
- Ensure all systems and processes are audit-ready
- Identify and mitigate risks related to exams and financial processes
- Produce accurate reports where required to support leadership decision-making

5. Communication & Collaboration

- Work closely with SLT, SENDCo, and teaching staff to coordinate examinations
- Liaise with parents and students regarding exams and financial matters
- Provide clear, timely and professional communication at all times
- Build strong working relationships across the school community



Role Description continued

6. Supporting School Ethos

- Demonstrate commitment to the school's nurturing, inclusive ethos
- Show flexibility and resilience, particularly during peak exam periods
- Promote high standards of professionalism and care in all interactions
- Act as a role model of Carrington values in daily practice

7. Working Within the School

- Work collaboratively with all staff, students and their families as well as with external professionals.
- Liaise closely with safeguarding, mental health and inclusion teams where appropriate.
- To cover other areas across the school as and when required i.e reception, student hubs, duties, invigilation, cover.

8. Professional Development and Leadership Growth

- Contribute to a culture of continuous improvement.
- Engage in professional learning focused on aspects your job involves.
- Prepare for future leadership by contributing strategically to year group and whole-school priorities.
- Support the development of others through coaching and shared practice.

9. Safeguarding and Professional Responsibilities

- Uphold safeguarding and child protection responsibilities.
- Ensure the wellbeing of All Groups remains central to decision-making.
- Fulfil professional duties in line with school expectations
- Undertake Coaching and school development work as required
- Carry out other responsibilities appropriate to the role as directed by the Head of School.



Person Specification

	Essential	Desirable
Skills and Experience		
Experience working in a school or similar environment	✓	
Strong administrative and organisational skills	✓	
High level of accuracy and attention to detail	✓	
Ability to manage competing deadlines and priorities	✓	
Experience using MIS systems (e.g. Arbor) or similar databases	✓	
Confident use of IT systems and data handling	✓	
Ability to interpret and apply regulations and guidance	✓	
Experience as an Examinations Officer or similar role		✓
Knowledge of JCQ regulations and exam board processes		✓
Experience managing FSM or similar eligibility-based systems		✓
Experience with ParentPay or school financial systems		✓
Experience producing reports or analysing data		✓
Personal Qualities (Carrington values)		
Maintains exceptionally high standards of accuracy and compliance	✓	
Takes pride in delivering high-quality, error-free work	✓	

Person Specification continued

	Essential	Desirable
Demonstrates commitment to continuous improvement	✓	
Seeks opportunities to improve systems and processes	✓	
Uses initiative to solve problems proactively	✓	
Adapts quickly to changes in regulations and systems	✓	
Treats all students and families with dignity and sensitivity	✓	
Handles confidential information with professionalism and care	✓	
Builds positive relationships with staff, students and parents	✓	
Additional Requirements		
Willingness to work flexibly, particularly during examination periods	✓	
Commitment to safeguarding and promoting the welfare of children	✓	
First aid training		✓



Closing date for applications is
Tuesday 21 July 2026 at 10am

Applications will close should a suitable
candidate be appointed

Interview date **TBC**

To apply please complete the Support Staff Application Form
which can be found on the 'Work With Us' page on our website

For an informal discussion about the role please contact the
HR Manager, Karen Ehren
kehren@carringtonschool.org



Visit our website for more
information about our
school



www.carringtonschool.org

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