



# AUSTIN FRIARS

## **Exams Officer For September 2026 Information for Applicants**

### **About Austin Friars**

Austin Friars is a leading Catholic coeducational school for children of all faiths, aged 3–18, serving the local areas of North Cumbria and Southwest Scotland. It is the first-choice school for parents considering independent day education in the region.

The School has a strong reputation for providing a high-quality, all-round education which meets the individual needs of each child, being particularly proud to offer far more than just an excellent academic education.

Austin Friars was established in 1951 by the friars of the Order of St Augustine to offer a boarding education for Catholic boys in Cumbria and the city of Carlisle. Girls were first admitted in 1986, and boarding ended in 1998. St Monica's was established in 1985, on the same site as Austin Friars, as a school for boys and girls of primary age. In 2003, the formal amalgamation of the two schools established Austin Friars as a single school for students aged 3–18.

The School is the only Augustinian school in the UK and by promoting our Augustinian tradition and aims, we commit ourselves through our core values of unitas, veritas and caritas to St Augustine's ideal of: being a united community (unitas); searching for truth together (veritas); and being bound by the duties of familial charity (caritas). While maintaining our traditions, the School has broadened its outlook in recent times and celebrates the Christian liturgical calendar in ways which both reflect our Catholic roots (our history, ethos and ideals) and the practice of the wider Christian family, catering for the needs of pupils in a truly inclusive environment. Its relatively small size fosters a warm and supportive atmosphere, and pastoral care is a particular strength.

Most pupils live within a 30-mile radius of the School, with a small number from overseas. A broad and rigorous curriculum encourages high achievement alongside sporting, cultural and personal development. Classes are small, allowing pupils to benefit from individual attention and acquire knowledge and understanding appropriate to their individual needs. Learning support is an integral part of the curriculum for those who will benefit.

The School has created a purposeful atmosphere in which all students can achieve their best in a wide and varied range of subjects as well as beyond the classroom. Pupils are provided with every opportunity to develop their talents to the full, moving towards adulthood in a happy and fulfilling environment where all are valued and encouraged. Teaching a mostly traditional curriculum, pupils have opportunities to pursue a wide range of options according to their interests and abilities.

**The School's website can be viewed at [www.austinfriars.co.uk](http://www.austinfriars.co.uk)**

## Person Specification

- Exceptional organisational skills and attention to detail
- Ability to manage multiple priorities and work to tight deadlines
- Strong communication and interpersonal skills
- Confident working independently and collaboratively within a school environment
- Calm and professional under pressure
- Experience in exams administration or school administration (desirable)
- Willingness to develop expertise in JCQ regulations and awarding body systems

## The Post

The post-holder will be responsible to the Deputy Head (Academic). Responsibilities include the following:

- Manage the full exam lifecycle, including planning, entries, exam delivery, results and post-results services
- Ensure all examinations are conducted to the highest standards of **compliance, integrity and professionalism**
- Act as the main point of contact for awarding bodies and examination-related matters
- Coordinate exam timetables, rooming, seating plans and candidate arrangements
- Oversee candidate registrations, entries and amendments within strict deadlines
- Recruit, train and manage a team of invigilators
- Work closely with academic, pastoral and support staff across the school
- Provide support to the schools Learning Support department
- Ensure secure handling and storage of confidential exam materials
- Support pupils with access arrangements in collaboration with learning support staff
- Manage exam-day operations, including unforeseen issues, absences or emergencies
- Administer results distribution and post-results services
- Contribute to and maintain school policies relating to exams, safeguarding, and data protection

## The Appointment

Applications should include:

- Completed application forms parts A and B.
- A supporting letter of application.

Austin Friars is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, the Disclosure and Barring Service and Prohibition checks if appropriate. The appointment will be subject to the satisfactory outcome of the DBS Enhanced Check. The School will carry out pre-interview online searches on shortlisted candidates. In addition to candidates' ability to perform the duties of the post, the interview process will also explore issues relating to safeguarding and promoting the welfare of children.

Those interested in the post are welcome to visit the School. Candidates invited for interview will have the opportunity to have a tour of the School on the day of interview.

One referee should be the applicant's current or most recent employer. Please note that references will not be accepted from relatives or from people writing solely in the capacity of friends. References will be sought prior to interview and the School may approach previous employers for information to verify particular experience or qualifications, before interview. Where an applicant is currently working with children, the current employer will be asked about disciplinary offences relating to children and whether the applicant has been the subject of any child protection concerns and if so, the outcome of any enquiry or disciplinary procedure. Where an applicant is not currently working with children but has done so in the past, that previous employer will be asked about those issues.

All candidates invited to interview must bring documents confirming any educational and professional qualifications referred to in their application form. Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

Where the successful candidate has worked or been resident overseas in the past five years, the School will carry out such checks and confirmations as may be required in accordance with statutory guidelines. If relevant, the School will also verify the right of foreign nationals to work in the UK.

All candidates invited to interview must also bring with them:

- A current passport (if you do not hold a current passport, or you do not hold a British passport, then further evidence will be required as proof of the right to work in the UK).
- Driving License – photocard.
- Documentation evidencing your current address (e.g., utility bill, bank statement). This documentation must be no more than 3 months old and must not be printed from the internet.
- Where appropriate, any documentation evidencing a change of name (for example, marriage certificate).

**All applications should be clearly marked:**

**Confidential – Exams Officer**

And emailed to [hr@austinfriars.co.uk](mailto:hr@austinfriars.co.uk) for the attention of Mrs Yanina Palmer  
or by post to:

Mrs Yanina Palmer, HR Department, Austin Friars, Etterby Scaur, Carlisle, Cumbria, CA3 9PB

**Closing date**

**No later than Friday, 15<sup>th</sup> June 2026, 12 noon.**

**Interviews TBC**

**Starting date September 2026**