



Emerson Park Academy

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Hornchurch
Essex
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Head Teacher: Mr S McGuinness

Exams & Data Officer
36 hours per week (Monday to Friday) x 40 weeks per year
Grade: GLWC SO1 Point 23 – 25 Salary: £36,196 - £37,161 per annum
Required: ASAP

We are seeking to appoint an experienced, highly organised and detail-driven **Exams & Data Officer** to join our busy secondary school and take strategic and operational responsibility for the end-to-end administration of all external examinations and assessments.

This pivotal role oversees the full examination lifecycle — from planning, entries and access arrangements, through the delivery of examinations, to results and post-results services — ensuring full compliance with JCQ regulations and awarding body requirements at all times.

Working closely with senior leaders, teaching staff, the SENCo and external stakeholders, the Exams & Data Officer will act as the school's lead professional and main point of contact for awarding bodies.

You will bring a proactive, ethical and solutions-focused approach, maintaining robust systems, meeting critical deadlines, and safeguarding the integrity, security and fairness of the examination process for all students.

A full and comprehensive induction programme is followed for all new staff.

Emerson Park is a successful and oversubscribed 11-16 Secondary school in the London Borough of Havering. We are set in pleasant surroundings on the edge of the green belt with close proximity to both countryside and central London. We are fortunate to benefit from talented and hard-working staff, supportive parents and committed Governors and enthusiastic students. The academy has a traditional ethos and enjoys a good reputation in the area.

Applications can be submitted online by visiting <https://ats-haveringschools.jgp.co.uk> and locating this vacancy. If you wish to discuss the position or arrange a visit to the school please contact the Head's PA, Miss Buchanan on 01708475285.

Closing date for applications is Friday 22nd May 2026.



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