

Sacred Heart of Mary Girls' School



Headteacher: Ms V Qurrey M.A.

St. Mary's Lane, Upminster, Essex RM14 2QR
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Web: www.sacredheartofmary.net
Email: admin@mary.havering.sch.uk

SACRED HEART OF MARY GIRLS' SCHOOL

St. Mary's Lane

Upminster

Essex RM14 2QR

Telephone: 01708 222660

e-mail: admin@mary.havering.sch.uk

Number on roll: 830

HEADTEACHER: Ms V. Qurrey

Part-time Assistant Examinations Officer

Hours: 800 hours across the academic year 2025-26

APTC points 11 - 15

£17.08 - £18.01 per hour (£13,664 - £14,408 per annum)

(£32,068 - £33,985 per annum pro rata)

Closing date for applications: Friday 3 October 2025

We are seeking a part-time Assistant Examinations Officer to join our team as soon as possible. The successful candidate will be well-organised with an eye for detail to support our Examinations Officer in preparing for and co-ordinating external and internal examinations at Sacred Heart of Mary Girls' School. They will enjoy working with others and be prepared to guide and support our team of invigilators.

Sacred Heart of Mary Girls' School is an academic, high-achieving school with excellent behaviour. In October 2024, the school was deemed 'Outstanding' in all five categories. You will be joining an effective Examinations Team.

This role would suit someone who is happy to work full-time during peak examination periods with greater flexibility over when hours are completed at other times.

The School is a short walk from Upminster town centre and station, where Overground (C2C) and Underground (District Line) services are available; the School is also a short drive from the M25, A12 and A13.

For more information about the post or to arrange a visit to the school, please email the Examinations Officer, Mrs Victoria Folwell on vfolwell@mary.havering.sch.uk

Our school is committed to safeguarding and promoting the welfare of young people. This post is subject to an Enhanced DBS check and satisfactory references and online checks.

The online search is part of the school's safeguarding procedures to determine from publicly available information whether they are suitable to work with children and young people.

We reserve the right to interview candidates before the closing date.