



WADDESDON

CHURCH OF ENGLAND SCHOOL

IDENTIFIED BY OFSTED AS "OUTSTANDING" (Dec 2021) AND BY SIAMS AS
"TRANSFORMATIONAL" (Nov 2025)

The school is seeking to appoint the following:

EXAMINATIONS ASSISTANT

Bucks Pay Range 3 (16-20)

£29,114 - £31,230 pro rata (actual: £15,604 - £16,738)

22 hours / 41 weeks (term-time plus 2 weeks to cover the August exam results): 0.536 FTE

We are seeking a highly organised and motivated individual to assist in the effective organisation of our internal and external exams. The successful candidate will be numerate and familiar with computer programmes such as Excel. Previous experience working in an educational environment or exams office is desirable.

Some flexibility will be required to work additional days during the school examination periods which can be taken as TOIL (Time off in Lieu) during term time.

Waddesdon Church of England School is an outstanding, oversubscribed 11-18 school, set in rural Buckinghamshire. There are just over 1000 students on roll, including 300 in the Sixth Form. The school has an excellent reputation for CPD.

For more information on the school, please visit www.waddesdonschool.com

Closing date for applications: 24th April 2026 12 noon

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post is subject to an enhanced DBS check, and employment will be conditional upon completion of satisfactory pre-appointment checks.

Only applications on the appropriate Waddesdon CE School teaching or support staff application form, and showing full employment history, will be considered. Applicants are invited to view the school's Safeguarding & Child Protection Policy via this link <https://www.waddesdonschool.com/safeguarding/>



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