

Appointment of Examinations Officer & Cover Manager September 2025

Information for Applicants



The School

St Teresa's has a school population of 680 including over 80 boarders, and a healthy Sixth Form. The school sits in 55 acres of beautiful countryside and the school benefits from excellent facilities. In recent years the school has carried out a significant development programme and further exciting projects are in the pipeline.

St Teresa's offers a strong, caring community based on its Catholic traditions, but remains an inclusive environment that welcomes pupils from all backgrounds. With recognised strengths spanning academia, sport and the creative and performing arts, we focus on the individual, allowing the pupils to achieve their best and enabling them to follow their own unique path to happiness and success.

Location

St Teresa's stands in grounds of 55 acres in an area of outstanding natural beauty between Dorking and Effingham in Surrey. There is easy access to London by road or rail; both Gatwick and Heathrow are within 45 minutes' drive. Own transport to/from the school is required as there is no public transport available.

Facilities

The school is centred around the original eighteenth century manor house, which has evolved over the years and now proudly boasts some outstanding facilities. A number of facilities have been provided to meet the needs of a modern education. These include a brand new Sixth Form Centre, Equestrian Centre, Tennis Academy, a Performing Arts Centre comprising a large theatre, drama studios, music classrooms, practice rooms and recording suite and an IT Hub. In addition, pupils at St Teresa's enjoy a swimming pool and an all-weather pitch.

The Vision

In 2019, neighbouring schools St Teresa's and Cranmore formed the Effingham Schools Trust (EST) partnership to create a diamond model school, a powerful and exciting educational proposition, delivering all the advantages of both single-sex and co-education to girls and boys. Manor House subsequently joined the Trust in September 2023, forming a dynamic educational triumvirate.

The partnership allows each school to focus on its strengths whilst retaining its individuality, offering all pupils an extraordinarily rich variety of shared events, facilities and resources to provide a distinctive and distinguished education for pupils of all faiths and backgrounds.

September 2025 will see the opening of the new co-educational Sixth Form, the final part of the forward-looking educational strategy that the Trust has created. The Trust's diamond model will offer the benefits of the co-ed classroom to very young pupils, the benefits of the single sex classroom in later prep and secondary years, before finally returning to co-educational Sixth Form.

Examinations Officer and Cover Manager – The Role

An excellent opportunity has arisen at St Teresa's School (Part of the Effingham Schools Trust) to appoint an enthusiastic, dynamic, energetic and well-organised Examinations Officer & Cover Manager.

The Examinations Officer will be responsible for the management and administration of internal and external examinations, including preparation of the timetable and staff invigilation.

The Cover Manager will be responsible for the efficient coordination of daily staff cover. Working closely with teaching staff to ensure minimal disruption to students' learning.

The ideal candidate will have excellent communication and time-management skills and the ability to remain calm under pressure. Experience in a school environment or a similar administrative role would be desirable but not essential.

This role is an administrative role, working term-time only, plus 2 weeks during August, to support both the GCSE and A-level results period. There is some flexibility on this and can involve some home working during this time.

Remuneration and Benefits

Our staff enjoy working as part of a strong school community.

We reward our talented staff with a range of benefits.

Salary

The salary for this position will be attractive and competitive.

Continued Professional Development

All staff have access to professional development training as part of the school's performance development and appraisal process. Individuals are encouraged to continue to develop their skills to provide high quality teaching and learning for our pupils.

Fee Remission

Discounts may be available on school fees. Full terms and conditions provided by the Director of Finance.

Pension Scheme

Generous contributory pension scheme.

Refreshments and lunch

Refreshments and lunch provided during term time.

Cycle to work

Cycle to work scheme for staff members.

Parking

Parking for staff members is provided on site.

Counselling Service

A free, confidential 24-hour telephone service available 365 days per year.

Use of School sports facilities

Staff may use some of the school's facilities when available.

Application and Selection Process

All applicants are required to complete an **application form** containing questions about their academic and employment history and their suitability for the role.

Further information including examination results and the Independent Schools' Inspection Report can be found on the School's website www.st-teresas.com

As part of St. Teresa's commitment to safeguarding and promoting the welfare of children, any offer of employment to this post will be subject to receipt of a satisfactory Enhanced Disclosure and Barring Service check, along with qualifications, two satisfactory references and a satisfactory response to a Health Questionnaire. **Please note that references will be taken up on short listed candidates prior to interview.**

Closing Date for Applications:	Date: Friday 4 th July 2025
Applications should be sent to:	Mrs Karen Babler (Recruitment Manager) k.babler@st-teresas.com St Teresa's School Effingham Surrey RH5 6ST

St Teresa's reserves the right to interview at any stage of the selection process.