

Job Start: Immediate upon the completion of the pre-employment checks process

Scale Point Range: 25-29

Annual Salary Range: Currently: £34,499 - £38,390. These figures will increase if an inflationary increase is awarded in the new academic year.

'The best school I've ever worked at: the culture, the staff and students, the training, everything!'
(Staff member)

'I was amazed at what a great atmosphere the school exuded, how well turned out the children were and how polite and bright they all seemed' (Visitor)

The Bridge Academy is a truly exceptional school. Our students' progress is excellent and our superb personal development offer means that over the last few years we have been national debating champions, enjoyed a host of sporting successes and won both the Incorporated Society of Musicians Gold Award and the Hackney Mayor's award for music.

Do you:

- Believe 100% in a warm/strict approach?
- Strive for academic rigour?
- Prioritise and take responsibility for student outcomes and act accordingly?
- Believe that students from any background can succeed in a school where standards are high enough?
- Never stop trying to improve and view feedback as a gift?

We are seeking to appoint an Exams Officer who is totally aligned to our values of Hard Work, Integrity and Kindness and who strives for Excellence in everything they do. Our mission is to ensure that all students can go on to succeed at a good University, thrive in their chosen field and live a great life. Can you help us to fulfil this?

If so, we could be the Academy for you.

The successful candidate will have:

- A strong commitment to excellent service delivery.
- Previous Exam Officer experience and the ability to work within a fast paced, busy office environment.
- Confidence in using MIS systems (e.g. Brom com) and excel at an advanced level.
- Excellent organisational, communication and analytical skills, attention to detail and accuracy.
- A solution focused mindset.
- The ability to effectively manage a team of exam invigilators.

This is a full time position, all the year round. It is not term time only. To apply for this position, please read the Job Description & Specification, and complete the online application form [here](#). Please also read the Information Pack and the school workforce privacy notice document via the application form link provided. We encourage applicants from all sectors of the community to apply. The deadline for applications is: 9:00am on Monday 31st August 2026.

The Bridge Academy is committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment. All appointments will be subject to the necessary safeguarding checks, including receipt of a satisfactory Enhanced DBS check with barred list information.