

Elm Tree Multi Academy Trust

Recruitment Information Pack



Exams Manager at North Leamington School



An overview of North Leamington School



Dear Applicant,

Our school is a thriving, popular and inclusive comprehensive school, where we pay particular attention to each individual student by promoting their personal, social and educational development. We have all the advantages of being a large school in that we offer a wide-ranging curriculum to enthuse all learners and at the same time employ dedicated and high-quality staff to support and value each student.

North Leamington School is a part of the Elm Tree Multi Academy Trust (ETMAT), with the aim to work in collaboration delivering excellence and enriching the lives of the young people within the Trust.

We have high expectations of our young people; we expect everyone to work towards the common goal of helping them develop the skills and knowledge required in being successful at North Leamington School and beyond. Our students are encouraged to strive for excellence in all that they do at school and grasp all the wonderful opportunities that will present themselves throughout their years of study. We want our young people to aim high, be happy confident learners, support one another and be proud members of our rich and diverse community.

Our ambition is to be an ever-improving learning environment that offers **opportunities** to enthuse engage and enrich the experiences of all its community. We will continue to instil a **commitment** to growth in a positive, dynamic, and **respectful** environment that expects and supports personal **excellence** in the context of *“everyone mattering equally.”*

Vision and Values

- **Commitment:** All members of our community are committed to self-improvement, working to achieve both individual and collective goals so all are successful.
- **Opportunity:** Individuals can develop their abilities and talents, and to be successful. We want everyone within our community to be nurtured, challenged, and encouraged to make the most of opportunities.
- **Respect:** Everyone behaves in a respectful and kind way to others. Our school is an inclusive environment where all are valued equally.
- **Excellence:** There is a commitment to excellence in all that we do. We have a culture of high expectations. We expect to do well both as individuals and collectively.

We are extremely fortunate to educate young people in a wonderful environment with state-of-the-art facilities. We have committed, talented teachers and support staff who work hard and deliver excellent outcomes for our young people at all stages. Fundamental to that success is instilling core attributes such as resilience, independence, kindness, progressive thinking and a desire to work hard.

We care deeply about forging positive and strong relationships between all partners – staff, students, parents, carers and governors. Respect for ourselves and each other is at the heart of our school ethos, we want students to work in partnership with our local and global communities and the environment to become positive members of society and role models for our younger students at school.

I would like to thank you for your interest in joining our team here at North Leamington School. If you would like to visit the school, please get in touch with our HR team at hr@etmat.co.uk and we can assure you of a warm welcome.

Kind Regards,

Mr Mike Lowdell

CEO of Elm Tree Multi Academy Trust & Head Teacher of North Leamington School



For further information about our school, please take a look at our website: -

[North Leamington School - Home](#) / www.northleamington.co.uk

Job Opportunity

Job Title:	Exams Manager
Opportunity:	<p>We are seeking to appoint an Exams Manager to oversee all aspects of internal and external examinations within school. You will be professional, adaptable, and dedicated to providing a high-quality service to the school as part of our Data and Exams Team.</p> <p>This is a highly rewarding role, where you will play a key role in supporting the students at North Leamington School, to achieve the best possible examination outcomes. Experience of working in an examination environment, with knowledge of examination boards and procedures is ideal, but not essential as full training will be provided.</p> <p>We would love to hear from you if you:</p> <ul style="list-style-type: none">• Have excellent organisational skills, with the ability to prioritise workload• Can remain calm in a busy working environment and work under pressure• Can communicate effectively with all members of the school community and with people at all levels• Have good numeracy, literacy and IT skills• Can build great relationships with our Exam Invigilator Team
Reporting To:	Data Manager and Deputy Head Teacher (Curriculum, Data and Assessment)
Working Relationships With:	Senior Leadership Team, Data & Exams Officer, External bodies, Exam Invigilators, Teachers, and other Support staff
Location:	North Leamington School Sandy Lane, Blackdown, Leamington Spa Warwickshire CV32 6RD
Salary & Hours:	<p>Permanent Role 37 hours per week Term-Time Only + 2 weeks (40 weeks) or option for 52 Week Contract Salary Band I, Points 17-20 (Starting on Point 17 – actual salary starting at £29,728 per annum for 40 weeks contract)</p> <p>Required for 1st September 2026, or as soon as possible after this.</p>

What We Offer:

- A fantastic modern school environment with a strong team culture
- A very generous pension scheme and access to a range of health and wellbeing services
- A first-class commitment to developing individuals through personalised CPD programmes
- An easily accessible location with plentiful onsite parking

Job Description

Title of Post:	Exams Manager
Location:	North Leamington School
Salary/Grade:	Scale I, Points 17-20
Hours:	37 Hours per week, Term-Time Only + 2 Weeks (40 Weeks) *
Responsible to:	Data Manager and Deputy Head Teacher (Curriculum, Data and Assessment)
Purpose of Job:	To be responsible for the administration and organisation of all aspects of external and internal examinations in accordance with the regulations laid down by the awarding bodies.

* **Further Details on Hours and Working Pattern Offer:**

- **37 hours per week on average** – working patterns will be discussed at interview. During exam periods, longer working days will be required, with any additional hours worked balanced by reduced hours during quieter weeks where greater flexibility is available.
- **Contract options** - Term-Time only + 2 Weeks (to be worked during August in line with the exam results and other dates as needed in line with the exam timetable), **OR** 52-week contract can be considered.

Key Tasks and Responsibilities:

- Responsible for the organisation of all internal and external examinations
- Provide a centre timetable and candidate timetables including rooming for all examinations
- Ensure security of all examination materials in line with JCQ procedures
- Ensure all non-examination assessment (coursework) is collated and submitted in line with exam board deadlines
- Ensure all BTEC programme administrative deadlines are met
- Responsible for organising the exams invigilation team, providing relevant training in school procedures/JCQ regulations and assisting with recruitment
- Oversee the distribution of results to candidates and be present and available in school when results are downloaded and notified
- Guide and support staff through the examination and assessment timetable to ensure all processes are carried out efficiently, effectively, securely and within deadlines
- Liaise with the IEN department to ensure access arrangements are in place, making appropriate applications via the examination boards
- Act as the main link between the school and examination boards
- Providing results to students, parents and teachers
- Keep school records in accordance with data protection law
- Review, implement and update the exam policies and procedures as required
- Liaise with Subject Leaders and teaching staff regarding examination entries
- Liaise with designated SLT members responsible for examinations, curriculum and assessment
- Work collaboratively with the Data Manager to ensure that data relating to examinations and students sitting examinations is complete and up to date
- Disseminate information, answering enquiries regarding external examinations with staff, students and parents/carers

- Keep up to date with the requirements of the role, latest procedures, and regulations for external examinations, through attendance at appropriate awarding body meetings, inset, and other CPD activities
- Work as a flexible member of the Data and Examinations team to ensure the needs of the school are met

Budget Management

- The post holder manages the exams budget

People Management

- The post holder is responsible for our team of Casual Exam Invigilators
- Recruitment, induction and arranging training with Casual Exam Invigilators
- The post has an impact on the wellbeing of individuals or groups (i.e. physical, mental, social, health and safety) through its contribution to school policy on the conduct of examinations

General Requirements:

All Elm Tree Multi Academy Trust staff are expected to:

- Maintain confidentiality according to organisation and legal requirements
- Uphold school policies, routines and codes of conduct as set out in the Staff Behaviour Policy or other documentation made available to staff
- Undertake other such reasonable duties as may be required from time to time
- Work towards and support the Trust's vision and objectives
- Be aware of, and follow the Safeguarding and Child Protection Policy
- Support and contribute to the school's responsibility for safeguarding students
- Work within the school's Health and Safety Policy to ensure a safe working environment for staff, students and visitors
- Maintain high professional standards of attendance, punctuality, appearance and conduct, and promote positive and courteous working relationships with students, parents and colleagues
- Engage actively in the performance review process
- Show a willingness to undertake training and professional development either in-house or externally

Context of Post

This post should be seen in the context of the School Improvement Plan, the Aims and Values of the school, and the latest OFSTED Inspection Report.

Renegotiation

Elements of this Job Description may be renegotiated at the request of either party and with the agreement of both.

Safeguarding Statement

Elm Tree Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

Skills & Abilities:

	Essential	Desirable
Able to solve problems quickly and effectively for all involved	✓	
Can remain composed with a consistent approach and in challenging environments	✓	
Excellent attention to detail to ensure accuracy	✓	
Competent and accurate inputting and checking data and maintaining accurate information	✓	
Communicates effectively, presenting information well, verbally and in writing	✓	
Able to work with a wide range of people effectively	✓	
Proficient in the use of ICT, e.g. Word, Excel, PowerPoint, Email	✓	
Willingness to participate in training and development opportunities	✓	

Qualifications & Attainment:

	Essential	Desirable
Attained GSCE Maths and English Grade C (4) or above	✓	
Relevant JCQ/Exams Office training		✓

Experience & Knowledge:

	Essential	Desirable
A knowledge of external examination process & procedures		✓
Experience working in a school or other examination centre		✓
Experience of working to deadlines and managing own workload	✓	
Experience working with confidential information	✓	
Experience of using SIMS (or other School Information management programmes)		✓

Attitude & Approach:

	Essential	Desirable
Has good interpersonal skills with the ability to communicate	✓	
Smart and professional personal appearance	✓	
Committed to safeguarding and promoting the welfare of young people	✓	
Able to work within established procedures but without close supervision, using own initiative to solve straightforward problems	✓	
Good planning and organisational skills	✓	
Flexible and adaptable	✓	
Able and willing to acquire new skills and committed to own professional development and to undertaking appropriate training	✓	
Trustworthy and able to maintain confidentiality	✓	
Hard working with a positive attitude to change	✓	

How To Apply

Closing Date:	Monday 6th July 2026 at 9:00am
Interviews:	<p>Interviews are scheduled for Monday 13th July 2026.</p> <p>Candidates shortlisted for interview will receive further details, including their interview time, via email invitation.</p> <p>Please note that we may interview candidates on application. Therefore, we encourage you to apply at your earliest opportunity.</p>

All applications must be completed and submitted online or by emailing to:

hr@etmat.co.uk

Alternatively post your application to:

**Human Resources
North Leamington School
Sandy Lane
Blackdown
Leamington Spa
CV32 6RD**

Alternatively, you can apply via the TES portal online.

If you have any queries regarding the application process, please contact Brian Langley - Trust HR Manager or Eleanor Hancox - HR Officer on:

T: 01926 338711 Ext 8488 / Ext 8408

E: hr@etmat.co.uk

Elm Tree Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All appointments are made subject to receipt of a completed application form, satisfactory references, an enhanced DBS disclosure, online search checks and the right to work in the UK.