



Recruitment Pack

Exams Officer

Start date: April 2026

Full Time, All Year Round



Vision

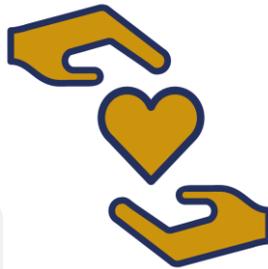
Together we belong, develop character and achieve excellence



Values



Responsibility



Kindness



Resilience

Curriculum Intent



Promotes a love of learning and provides an environment for all students to succeed in, whatever they aspire to do.



Places high value on the breadth, acquisition, retention and application of knowledge.



Enriches and bridges gaps in cultural knowledge.



Exams Officer

Location: Rawdon, Leeds
Contract: Permanent
Start Date: April 2026
Closing Date: 8am on Wednesday 18th March 2026
Actual Salary: £34,434 - £36,363

This is an exciting opportunity for a talented colleague to join our vibrant and ambitious school as an Exams Officer.

Benton Park School is a thriving, inclusive comprehensive school located in Rawdon, on the outskirts of Leeds. With over 1,500 students—including a vibrant Sixth Form of over 200—we are proud to serve a diverse and supportive local community. Our recent move into a £28.5 million state-of-the-art building has created an inspiring environment for learning and working, underpinned by cutting-edge classroom technologies.

As part of the Moorlands Learning Trust, we are committed to delivering a truly aspirational education for all. Our school vision—“Together we belong, develop character and achieve excellence”—captures our belief in the power of community, personal growth, and high achievement. We are proud to be a school that goes from strength to strength, with good behaviour and attendance and strong outcomes and destinations for our students.

Our values—Kindness, Resilience, and Responsibility—shape our culture and guide every interaction. They underpin our commitment to developing confident, compassionate, and capable young people who are ready to make a positive contribution to society.

We celebrate the importance of community through a rich calendar of events that bring our school to life. Highlights such as Live in LS19 music festival, Enterprise Day, Sports Day, and our school performances provide students with opportunities to showcase their talents, develop leadership and teamwork skills, and build lasting memories. These events unite students, staff, families, and the wider community, reinforcing our ethos and strengthening the sense of belonging that defines Benton Park.

Our curriculum is broad, balanced, and enriched by opportunities for personal development, leadership, and community engagement—including strong partnerships with local primary schools through the Aireborough Learning Partnership Trust. We also take pride in our unique morning meeting structure, our strong pastoral care, and our relentless focus on effective teaching and mentoring, which together ensure excellent outcomes and a strong sense of connection for every student.

Benton Park is more than a school—it's a place where students grow, belong, and flourish.



About Benton Park School

Benton Park School is a popular and oversubscribed comprehensive school located to the north-west of the vibrant and diverse city of Leeds. We are proud to serve a wide catchment area including Rawdon, Yeadon, Calverley, and Farsley as well as areas further into Leeds and Bradford. Our families are incredibly supportive, and we work closely with a number of local primary schools through strong partnerships, including our work with the Aireborough Learning Partnership Trust.

We are fortunate to have benefited from a £28.5 million investment in our premises, resulting in a state-of-the-art learning environment that inspires both students and staff. Our bespoke Sixth Form centre has been extensively refurbished to create a welcoming and aspirational space for post-16 study, and our Sixth Form continues to grow in strength and popularity.

Our vision—“Together we belong, develop character and achieve excellence”—drives every aspect of our work. It is supported by our core values of Kindness, Resilience, and Responsibility, which underpin our inclusive ethos and commitment to developing well-rounded, confident young people. Our Personal Development Curriculum places a strong emphasis on mental health and wellbeing, helping students to build the skills and character needed for success in life beyond school.

We believe in celebrating success and fostering a culture of inclusivity and positivity. Our rewards system recognises students who go above and beyond, and our philosophy—a busy student is a successful student—is reflected in the wide range of enrichment opportunities we offer. These include lunchtime and after-school clubs, educational visits both in the UK and abroad, and a thriving Duke of Edinburgh Award programme.

Community events are central to our school identity. Annual highlights such as Live in LS19 music festival, Enterprise Day, Sports Day, and our school performances bring our community together, showcase student talent, and reinforce our values in action. These events help build character, confidence, and a strong sense of belonging—making Benton Park not just a place to learn, but a place to grow and thrive.



Welcome from the Headteacher



Thank you for your interest in joining Benton Park School.

As an Exams Officer, you would play a vital role in supporting our vibrant school community and helping to shape a strong, positive, and successful learning experience for all students. Your contribution would be part of a wider team effort that ensures every child feels safe, supported, and ready to thrive.

We are looking for a highly motivated, positive colleague who can contribute to maintaining excellent standards in all areas of school life. A team player, you will have the ability to form high-quality relationships with staff, students, and families alike.

Benton Park is a thriving, inclusive and oversubscribed comprehensive school located in Rawdon, on the outskirts of Leeds. We serve a diverse and supportive community, and we are proud to recognise and celebrate this. Our school is proud to be part of the Moorlands Learning Trust, and we continue to go from strength to strength—with excellent behaviour, great attendance and strong outcomes and destinations for our students.

Our vision—“Together we belong, develop character and achieve excellence”—drives every aspect of our work. It is underpinned by our core values of Kindness, Resilience, and Responsibility, which shape our culture and guide every interaction. We are proud to have received national recognition for our inclusive and values-driven approach, including the RED Award for Diversity and Inclusion and the UK Gold Feminista Award for promoting gender equality and student voice.

We take an evidence-informed approach to school improvement. There are no gimmicks or silver bullets—just a relentless focus on doing the simple things well, every day. Our ‘warm-strict’ approach instils strong learning habits and helps students become better qualified, more successful, and happier. We expect students to follow routines, wear their uniform with pride, and be fully engaged in their learning.

Our curriculum is designed to ensure students know and remember more as they progress, with clear Learning Journeys and Progression Models that promote mastery and a love of learning. We place high value on the breadth, retention, and application of knowledge, and actively work to enrich and bridge gaps in cultural capital.

We also celebrate success at every opportunity. Our positive rewards culture recognises students who go above and beyond, and our philosophy—a busy student is a successful student—is reflected in our wide range of enrichment opportunities. These include lunchtime and after-school clubs, educational visits in the UK and abroad, and a thriving Duke of Edinburgh Award programme.

Community events are central to our identity. Annual highlights such as our music events including our Live in LS19 festival, Enterprise Day, Sports Day, and our school performances bring our community together, showcase student talent, and reinforce our values in action. These events help build character, confidence, and a strong sense of belonging.



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Our Personal Development Curriculum places a strong emphasis on mental health and wellbeing—ensuring students are equipped not only for academic success but for life beyond school.

Joining Benton Park means becoming part of a school that is ambitious, inclusive, and deeply committed to making a difference. We look forward to welcoming a new colleague who shares our values and wants to contribute to our continued success.

Mr N Skilton
Headteacher



Teaching and Learning at Benton Park

I Do, We Do, You Do

Our teaching model is built around Rosenshine's Principles of Instruction and follows I Do, We Do, You Do. Teachers ensure that they model excellence before scaffolding and guiding students to produce the best quality work possible. This enables students to then produce outstanding work during their independent practice.

Learning Journeys and Progression Models

All of our teaching is built around our Learning Journeys and Progression Models. We believe that students should 'master' their learning and, in doing so, know and remember more. Our subject areas have developed high-quality and effective Learning Journeys and Progression Models to support this and ensure there are opportunities for immediate and effective feedback.

Subject Specialism

We use every opportunity to connect students with subject specialists both inside and outside the school. The through-school approach helps us to offer students the chance to see their learning through the eyes of experts and to experience learning which has been developed and delivered by specialists.

Professional Development

Developing our staff is incredibly important to use. All staff have access to professional development across the school calendar. We believe that the best professional development is not a one-off event but a process. To support the development of teaching across the school we use Teaching Walkthrus. Many of our staff also access external courses including NPQs.

Benton Park Fundamentals

At Benton Park, we build our teaching around some crafted fundamentals to support teaching and learning. We explicitly teach these to our students to ensure that learning time is maximised and that transitions are effective. We pride ourselves on support all learners, including our most vulnerable, having access to the highest quality support through these fundamentals

Reading

Reading, and literacy, form central pillars of our approach with students. Students have the opportunity to be read every morning to develop their reading and also their cultural capital. We expect every member of our school community to talk in full sentences at all times to support our drive for improved oracy and, subsequently, literacy levels.



Job Description

Role	Exams Officer
Allowances:	SO1
Responsible to:	Data Manager

Purpose of the Job

- To ensure the efficient management of the schools internal and external examination and assessment processes, including compliance with all JCQ and awarding body requirements, appropriate communication with all stakeholders and effective examination administration and operational processes.
- To ensure that examination course information is current and accurate at all times, ensuring that the school is not only compliant with current rules but operates a model of best practice and is well prepared for future changes.
- To design, review and share effective assessment and examination timetables with effective communication to all stakeholders.
- To import NEA and practical endorsement component grades to the relevant exam board, ensuring all deadlines are met.
- To import external results, checking for accuracy and sharing with stakeholders.
- To manage post results services including applications for special consideration and enquiries about results.
- To support the effective and efficient management of accurate performance, assessment and examination data in a timely manner.

Specific responsibilities

- Analyse local and national data and prepare summary reports for SLT, Extended Leadership and Governors as requested
- To ensure that all examination procedures are always compliant with current JCQ guidance.
- To ensure all students data kept within any relevant data systems is accurate and current.
- To maintain an accurate and current oversight of all examination developments and practices ensuring that the school fulfils its examination requirements (JCQ and exam boards) to a high standard, including taking account of any updates or briefings.
- Update SLT and Subject Leaders promptly regarding any changes to legislation, regulations or good practice guidance concerning public examinations and assessment.
- To be accountable for all internal and external examinations, leading regular exam meetings to plan forthcoming assessments.
- Manage the internal examinations process ensuring that accurate information is collected from subject leaders regarding the assessments and assessment papers, agreeing an appropriate and effective Exam Timetable with SLT.
- Ensure the efficient operation of internal and external examinations, including booking appropriate examinations rooms, producing bespoke seating plans and timetables in relevant software.
- To ensure that all relevant exams and assessment policies and procedures are in place and these are complied with by ensuring regular briefings and/or updates for any staff involved in exams and/or NEA at any level.



- Ensure effective communication with Pastoral Teams regarding exams arrangements for their year groups.
- Ensure effective communication with private candidates regarding examinations and results.
- Ensure effective communication with the school's Facilities, Administration and IT Services Teams to ensure that all exams are set up effectively and in good time.
- Ensure that exams procedures are followed throughout external examination including the application of all rules, registers, conduct within examinations and collation of all papers and examination resources, reporting any issues or anomalies in line with JCQ guidance.
- Ensure the effective administration of all exams, including ensuring that papers for internal assessments are submitted, reproduced and checked in advance of the assessment and disseminated in line with the agreed seating plans to the correct students.
- Collate all completed papers for internal assessments and ensure these are returned promptly to subject leaders for marking.
- Agree appropriate invigilation arrangements with SLT and ensure information regarding approved arrangements is clearly communicated to all stakeholders in advance of the examinations.
- Disseminate clear and accurate information about all public examinations to all stakeholders in a timely manner.
- To manage the school's Examinations and Invigilators budget ensuring best value is achieved, this includes regularly liaising with subject leaders regarding entries and withdrawals for external examinations to ensure these are accurate and cost effective, liaising with SLT and relevant to ensure effective QA of the data from subject leaders.
- To process the entries for all external exams, liaising with subject leaders, the AHT: Data and Assessment and the Data and Assessment Manager to resolve any queries in a timely manner, this includes ensuring systems secure appropriate accountability and quality assurance to confirm accuracy in all factors including course codes, modules, student data and tiers.
- To be responsible for the management, production and facilitation of the transfer of Level 1, 2 and 3 qualifications data on August results days for students. Carry out any exam analysis requested by SLT.
- To oversee the operational arrangements for results days including the physical and virtual dissemination of students' results, complying with all aspects of JCQ guidance, GDPR and Health and Safety and liaising with the relevant regarding media requests or posts.
- To co-ordinate and manage all post result enquiries and examination paper requests, including the correct application of the administration of paperwork and finances regarding re-marks.
- To always ensure the integrity and security of all examination papers and examination materials, this includes liaising with key staff to ensure the safe and secure arrival and dispatch of all external papers in compliance with JCQ guidance, reporting any concerns immediately.
- Ensure that the examination rooms are fully compliant including the display of notices, seating plans and other examinations requirements and ensure that no aspect of displays or processes compromises the integrity of the exams processes.



- To ensure that the school is prepared for and meets all inspection regulations required by JCQ and individual examination boards, this includes providing evidence and information to external inspectors, demonstrating compliance with examination requirements.
- To manage the implementation of Examinations Access Arrangements and Reasonable Adjustments for students, working with the SENCo and SEND Team.
- To ensure the safe use and storage of examination store keys, in line with JCQ guidance at all times.
- Organise formal assessments by external agencies as required.
- Working with SLT and Subject Leaders, to be accountable for the administration of the Assessment Calendar and ensure information regarding any internal or external assessments are communicated in the staff bulletin.
- To produce the 'Exams Preparation' timetable for staff and students in all Key Stages.
- To lead on 'tables checking exercises' and other performance data related requests.
- To assist in the recruitment and training of invigilators, including current staff, ensuring safer recruitment processes are followed.
- To oversee all aspects of internal assessment including ensuring appropriate resources are produced in a timely manner.
- To support the timely collection and effective use of assessment data across school.
- To maintain and develop the school's suite of examination policies, ensuring compliance with JCQ regulations and operating a model of best practice.
- To communicate the content of all examination policies to all relevant stakeholders and promote understanding and compliance.
- Support all staff, in ensuring that all aspects of data management systems (e.g. Arbor) are kept up to date, including completion of appropriate data housekeeping.
- Coordinate the annual update of student data within the system
- Ensure the data relating to any new admissions is loaded into MIS systems in a timely manner.
- Support with collation of information and data relating to Subject Access Requests and Freedom of Information requests.
- To support the operation of the Data and Assessment Team, by responding to data requests in a timely manner.
- To support the development and implementation of the timetable as directed by SLT making approved adaptations as requested.

Additional Duties

- To be First Aid trained and respond to requests for First Aid in line with the First Aid Policy.
- The post holder may be required from time to time to undertake additional lunch, break time or after school duties as requested by SLT.
- The post holder may be required from time to time to assist with the invigilation and/or administration of internal and/or external assessments.
- Support and promote the school's policies on diversity and equality of opportunity.
- To be Mental Health First Aid trained
- To be aware of and comply with policies and procedures relating to child protection and safeguarding, ensuring all concerns are reported appropriately in a timely manner.



Variation in Role

Given the dynamic nature of the role and structure of Benton Park School, it must be accepted that, as the school's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time, commensurate with the grading level of the post and following consultation with the post holder.

Health and Safety

The post holder will make themselves familiar with the requirements of the Health and Safety Policy which are relevant to their work.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.



Person Specification

Attributes	Essential	Desirable	How Identified
Physical	<ul style="list-style-type: none"> • Energy and Drive 		
Qualifications	<ul style="list-style-type: none"> • Maths and English GCSE at Grade C or above. 	<ul style="list-style-type: none"> • A degree 	<ul style="list-style-type: none"> • Application
In Service Training	<ul style="list-style-type: none"> • Attendance at any relevant CPD 	<ul style="list-style-type: none"> • Evidence of taking charge of own development by proactively seeking out opportunities to improve 	<ul style="list-style-type: none"> • Application • Interview • References
Experience	<ul style="list-style-type: none"> • Experience of using Arbor or similar to manage complex and/or sensitive information. • Experience of working in an Education setting • Excellent literacy and numeracy skills • Experience of working under pressure and to deadlines • Experience of managing internal and external examinations • Able to communicate effectively with a wide range of people, including sensitive and complex information • Able to manage and maintain effective information management systems • Experience of managing aspects of the General Data Protection Regulations 	<ul style="list-style-type: none"> • Experience of analysing and reporting on complex data 	<ul style="list-style-type: none"> • Application • Interview • References
Special Knowledge	<ul style="list-style-type: none"> • Demonstrate good judgement and decision-making skills. • Ability to make decisions based on analysis, interpretation and understanding of relevant data and information • Respect confidentiality 	<ul style="list-style-type: none"> • The principles and characteristics of effective schools • Awareness of JCQ, awarding body requirements 	<ul style="list-style-type: none"> • Application • Interview • References



		developments in schools	
		<ul style="list-style-type: none">• Understanding of safeguarding and Child Protection issues	
Practical and Intellectual Skills	<ul style="list-style-type: none">• Good organisation• Effective communicator• Strong, demonstrable ability to prioritise, plan and organise• Communicate effectively orally and in writing to a range of audiences		<ul style="list-style-type: none">• Application• Interview• References
Disposition Attitude	<ul style="list-style-type: none">• Adaptability to changing circumstances/new ideas• Ability to inspire confidence.• A commitment to inclusive education• Reliability, integrity and flexible approach	<ul style="list-style-type: none">• Determination to succeed and the highest possible expectations of self and others• Empathy in relation to the needs of the school and the local community• Intellectual ability and curiosity• Resilience and perspective	<ul style="list-style-type: none">• Application• Interview• References



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