

# CANDIDATE INFORMATION PACK



CITY OF LONDON ACADEMY  
**ISLINGTON**  
WHERE STUDENTS SUCCEED

**Examinations Manager**

EMBRACING TRADITION • PURSUING EXCELLENCE • LEADING CHANGE

## CEO WELCOME

**Dear Applicant,**

**I am delighted that you have chosen to apply for a post with the City of London Academies Trust.**



COLAT is driven by the ambition to deliver exceptional educational outcomes for the young people we serve, combining the heritage and traditions of the City of London Corporation with a creative and effective approach to teaching and learning.

Our expectations are high for both our students and our staff and as such we work to three core values: integrity, professionalism and care. We demonstrate real care by insisting on the highest expectations of behaviour in every phase and setting. Our curriculum is regularly reviewed and updated to ensure that every young person is afforded the knowledge and skills they need to be successful. We promote and support excellent classroom pedagogy as well as ensuring we have common approaches to assessment and intervention. This is how we care for our young people and ensure that they achieve the highest possible outcomes and are able to counter the many aspects of disadvantage they, their families and our wider communities experience.

Our 'Foundations of Excellence', which run through all Trust schools, have been the framework for our sector-leading success so far. These core principles led to the City of London and COLAT previously being recognised as the best performing academy chain for progress and attainment of disadvantaged children ('Chain Effects', The Sutton Trust). This fuels our determination to continue to develop the work we do, while remaining focused on the ambitions for our schools and making a significant difference to children's lives.

In striving for excellence in all aspects of our work, we are acutely aware that this will only be achieved through hard-working and motivated staff. Our care for staff means that we invest in our people, allowing them to grow and achieve their career goals within the Trust or beyond. We are committed to providing first-rate training and development opportunities to all our staff, in addition to excellent career advancement opportunities within our growing Trust.

In the classroom, and around school, we expect the kind of exemplary behaviour that allows our staff to generate exceptional learning outcomes for our children. Being sponsored by the City of London Corporation also means our staff benefit by having access to a huge range of resources, events and exciting learning opportunities that other Trusts are simply not able to offer.

We are always looking for like-minded individuals to join us on our journey. Making the choice to work for COLAT means making the choice to be part of an evolving, ambitious and supportive Trust where you are valued, encouraged and can develop your specific talents, whatever they may be. We look forward to receiving your application.

**Yours faithfully,**

A blue ink handwritten signature, appearing to read 'M. Emmerson', written in a cursive style.

**Mark Emmerson**  
**Chief Executive Officer**



## WHO WE ARE

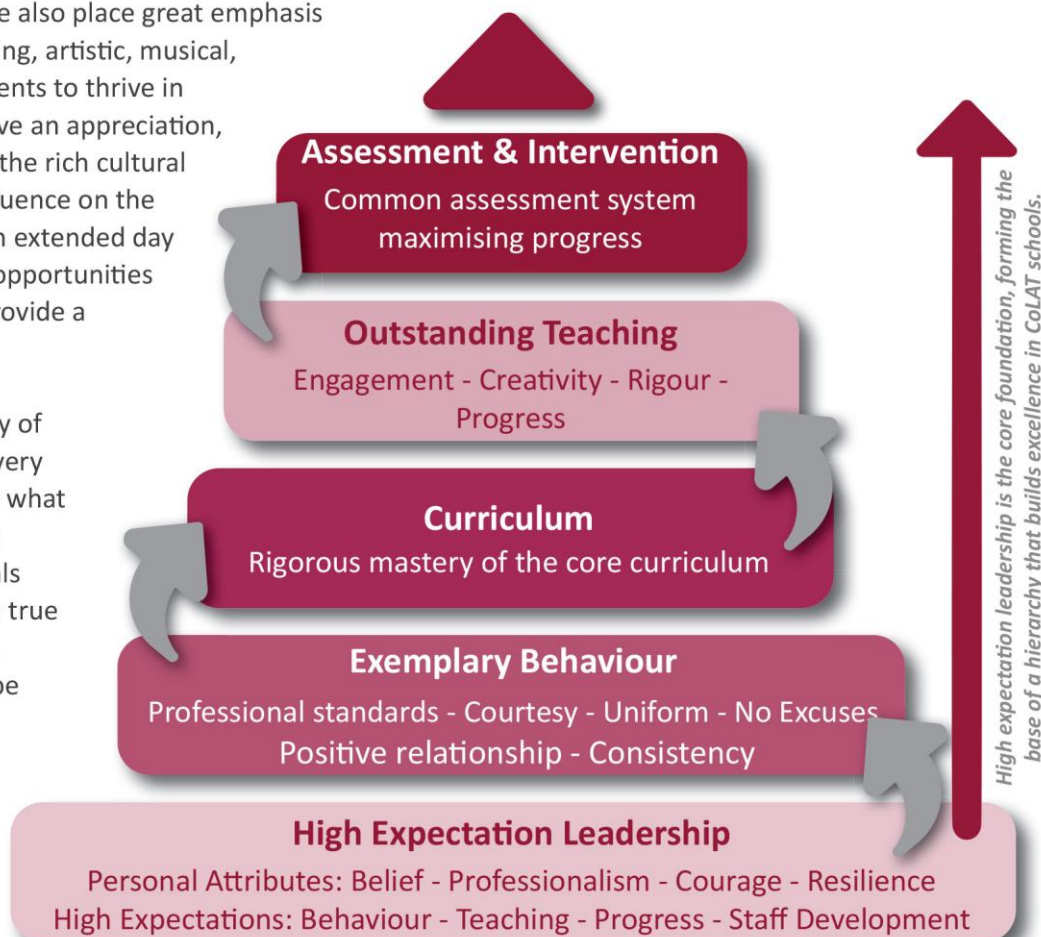
**City of London Academies Trust operates schools in areas of significant disadvantage and believes strongly in the transformational nature of education.**

We are unashamedly academic and unapologetically results driven because we recognise that strong SATs, GCSE and A level outcomes lead to increased life opportunities for our students. All our schools adopt a warm/strict approach, with every one of our School Leaders adhering to and aligning with our COLAT behaviour systems. Our simple, clear, and consistent routines, rituals and norms embed strong habits delivering exceptional student behaviour. In our schools, our teachers can teach, and students can learn, uninterrupted. We take great pride in curating an exceptionally positive learning environment and we obsessively guard against anything which may compromise our strong ethos and culture.

Our curriculum is knowledge rich. We believe in teaching 'powerful knowledge,' and educating our students on the 'best that's been thought and said' is crucial to giving them the best possible chance of success in life. More broadly, we find opportunities to elevate the curriculum to ensure our most able students can compete with their more privileged peers. Our curriculum is coherently and intelligently sequenced, with our Subject Improvement Leads working closely with Heads of Department to drive gains in learning and develop subject specific pedagogy. We are working on creating a standard curriculum in most of our subjects; this will help reduce teacher workload by taking away the production of high-quality resources and assessments, freeing up our expert teachers to grapple with the delivery of the content and focus on the learning.

Our teaching approach is influenced by the works of educationalists such as Doug Lemov. We are confident we know what works for schools in our specific context, and we have spent a long time codifying our approach, whilst also providing sufficient flexibility for our teachers to add their own unique personality and dynamism to their classrooms. Results are important to us, but we also place great emphasis on developing our students' sporting, artistic, musical, and linguistic talents. For our students to thrive in modern Britain, they must also have an appreciation, understanding and attachment to the rich cultural heritage of our country and its influence on the wider world. All our schools run an extended day to deliver an array of enrichment opportunities and super curricular sessions to provide a truly holistic education.

It is an exciting time to join the City of London Academies Trust, and we very much hope you will be inspired by what you learn about us. We are always excited to meet fellow professionals and there is no better way to get a true sense of a school's culture, values, and ethos than by visiting. We hope you take up this opportunity so you can see what life-changing opportunities our schools provide, and how integral our people are to this mission.



## PROFESSIONAL DEVELOPMENT

We are committed to providing **individualised** and **impactful** professional development for every member of our COLAT community, and we offer a menu of talent pathways to support you at every stage in your career.

These pathways are research-based, designed for COLAT schools and delivered by experts from across the Trust. They provide Trust-wide training and networking opportunities to support you to achieve your career goals.


The Talent Pathway menu includes:

- **Aspiring to Middle Leadership: Leading a Department**
- **Aspiring to Middle Leadership: Leading a Year Group**
- **Aspiring to Middle Leadership: Leading a Operational Department**
- **Aspiring to Senior Leadership: Curriculum, Teaching and Learning**
- **Aspiring to Senior Leadership: Personal Development, Welfare and Behaviour**
- **Aspiring to Senior Leadership: Personal Development, Welfare and Management**
- **Aspiring to SEND Leadership**
- **Aspiring to Operational Functions Leadership**

If you are interested in one of our Talent Pathways, please do ask for more details during your school visit or interview.

## EMPLOYEE BENEFITS

We invest in and support our staff by keeping their development a priority, and we are proud to have a range of benefits to ensure staff feel valued, including:

- **Teachers' or local government pension scheme with a generous contribution from the Trust**
  - **Occupational maternity and adoption pay following 26 weeks of continuous service**
  - **Generous annual leave entitlement**
  - **Sabbatical leave entitlement for up to one year (unpaid) after five years' continuous service**
  - **Cycle to work scheme**
  - **Corporate gym membership rates**
  - **Travelcard loan scheme**
  - **Annual training and development opportunities in addition to in-house staff development**
  - **Access to City of London housing allocation scheme**
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## Principal's Welcome

City of London Academy Islington is a dynamic and ambitious school that serves a truly diverse student body in the heart of Islington, minutes away from Essex Road, Upper Street and Angel. As a mixed, non-selective, and non-denominational secondary school and sixth form, we focus on delivering an exceptional education aimed at improving the life chances of our students.

The Academy's mission centres around academic excellence, underpinned by our core values of respect, responsibility, and integrity. Alongside a strong academic foundation, In addition to providing an outstanding academic experience to our students, we offer an impressive range of enrichment opportunities designed to extend and enhance students' learning and develop their cultural capital. We hope that all students will graduate from the Academy with excellent qualifications, but also having developed a broad range of passions, interests and skills that extend beyond the confines of the formal curriculum.



Adopting a "warm-strict" approach, routines and systems are in place to support excellent behaviour, built on high expectations for all students. The Academy is dedicated to developing staff, offering a comprehensive continuing professional development (CPD) programme, and the support of an experienced Senior Leadership Team that seeks to maximise staff impact while reducing any unnecessary administrative burden. City of London Academy Islington is part of the City of London Academies Trust, which presents a wealth of opportunities for career progression.

We are actively seeking dedicated and inspirational staff members who are passionate about making a difference in the lives of young people, regardless of their background or circumstances.

If this sounds like the environment where you want to take the next step in your career, we welcome your application for a position with us.

**Laurie Glees**  
Principal

### Ofsted

In 2019, Ofsted awarded the Academy an outstanding rating, noting that *"the school has been transformed into an exciting environment where pupils and staff thrive. Outcomes are outstanding and pupils' progress is exceptional. This is a school where 'no child is left behind.'"* Following a further inspection in April 2025, the Academy retained its outstanding rating with Ofsted stating that *"The school has established a calm and focused school environment with high expectations. Pupils participate happily in learning and in the wider life of the school. As a result, published academic outcomes for pupils at the end of Year 11 are positive. In the sixth form, students are well-prepared for their next academic steps."*

## Examinations Manager - Job Description

<b>Post:</b>	Examinations Manager
<b>Accountable to:</b>	Vice Principal
<b>Grade / Range:</b>	NJC scale PO2, points 31 – 33
<b>Salary:</b>	£42,150 - £44,056 per annum (FTE £45,852 - £47,925 per annum)
<b>Working pattern:</b>	Full-time (35 hours per week) Monday – Friday, 8.00 am – 4.00 pm Term-time + 2 weeks (41 weeks) <i>Non-negotiable days during the summer holiday for GCSE and A Level results. The post will require to have a flexible attitude to working hours during exams period.</i>
<b>Contract:</b>	Permanent
<b>Location:</b>	City of London Academy Islington
<b>Disclosure level:</b>	Enhanced

### Main Purpose

- To manage the examination process and procedures, and be responsible for the administration, organisation and smooth running of public and internal examinations
- To act as the Examinations Manager for the Academy which involves all aspects of examination administration from entry to results
- To manage the external examination periods taking a leading role in the organisation of invigilators
- To undertake analysis of the examinations at all key stages
- To ensure that Post 16 students are entered for the correct exam in the correct centre
- To undertake general administrative duties

### Key Accountabilities

The Examinations Manager will have overall responsibility for the strategic leadership, administration, organisation, and smooth running of all public and internal examinations and assessments across the Academy. The role will also involve team leadership, process improvement, and ensuring compliance with all relevant regulations.

### Specific responsibilities

- Leadership and management of examinations
- Lead, manage, and support the examinations team to ensure efficient and effective examination operations across the academy
- Foster a high-performing team environment by providing leadership, guidance, and development opportunities for staff involved in exam administration and processes
- Ensure that all staff are fully trained and updated on current examination policies and procedures, including JCQ regulations and other relevant standards
- Oversee the recruitment and management of invigilators, ensuring adequate staffing levels during examination periods

### Strategic oversight of Examinations and assessments

- Take full ownership of the examination process, from entry to results, ensuring that all examinations are delivered to the highest standards
- Develop and maintain a strategic plan for managing examination periods and ensuring compliance with regulations

- Ensure that the institution meets all examination board deadlines and that entries, results, and appeals are handled in a timely and efficient manner
- Liaise with senior leadership to ensure that the examinations strategy aligns with the institution's academic objectives and student success targets
- To work closely with the SENCo, Sixth Form and KS4 teams (including HOYS) to identify vulnerable students who may require additional support with examinations and to take action as necessary
- To liaise with the SENCo regarding students with access arrangements

## **Process improvement and compliance**

- Produce policies required by JCQ and other examination bodies and to keep the policies up to date
- To produce annual guidelines / handbooks on examination procedures for staff, students, invigilators, and staff supporting students with access arrangements
- Continuously evaluate and improve examination and assessment processes, identifying areas for efficiency and innovation
- Ensure that all examination systems and procedures comply with regulatory requirements, including those set by the JCQ and other examination bodies
- Implement and monitor systems for securely storing exam papers and materials, ensuring adherence to security protocols
- Ensure that access arrangements for students with special educational needs are properly implemented and comply with relevant regulations
- Produce policies required by JCQ and other examination bodies

## **Data analysis and reporting**

- Manage the analysis of examination budget and expenditure and provide detailed reports to senior leadership, the Local Board, and other stakeholders as required
- Ensure that all exam data is accurately maintained to be used for statistical analysis of exam performance and this will help senior leaders to develop strategies for improving student outcomes
- To provide relevant statistics on examination entry and examination results to the Principal, the Local Board, the Local Authority and the Department for Education, and other key stakeholders, including an annual report to the Local Board
- To undertake an analysis of examination results, both A Level and GCSE, when the centre is notified, and to inform the Principal as soon as administratively possible

## **Stakeholder liaison and communication**

- Act as the main point of contact for all examination-related queries from staff, students, parents, and external bodies
- Liaise with department heads and senior leaders to ensure that all examination needs are met and that students are entered for the correct exams
- Communicate exam procedures and key dates to all relevant stakeholders, ensuring clarity and timely updates
- Handle any complaints or issues related to examinations with professionalism and in line with institutional policies
- To work closely with, and support the SENCo to ensure access arrangements are applied for in accordance with the regulations and by the relevant deadlines

## **Budget and resource management**

- Manage the budget for the examinations department, ensuring effective allocation of resources and cost-efficiency
- Audit and analyse spending within their exams department to identify opportunity for cost saving
- Oversee the procurement and management of examination materials, including stationery, invigilator staffing, and room bookings
- To check and deal promptly with invoices relating to examinations

## **Administration of examinations**

- To be responsible for examination entries for external exams to the examination boards for all public examinations
- Help in planning and administering of internal mock exams and end-of-year assessments, working closely with academic departments
- Ensure that the physical setup of examination rooms, including seating plans and exam resources, is properly managed
- To be responsible for, and to facilitate and co-ordinate the despatch of, Non-Examined Assessment (NEA) by the awarding body deadlines including checking contributions uploaded by heads of department
- To advise students, staff and parents on special consideration procedures and to submit applications to the awarding bodies
- To advise, administer and submit Post Results Enquiries to the awarding bodies and to communicate outcomes to students
- To be responsible for processing remarks and reviews and obtaining scripts etc as required by the Academy
- Acquire and maintain an up-to-date knowledge of all examination systems, policies and procedures
- To liaise with examination boards regarding aspects of policy
- To disseminate information about public exams to staff, students and their parents
- To liaise with staff, parents, students and to deal with complaints and queries about public examinations
- To receive and store securely all examination papers and other relevant material sent by examination boards and keep them in a secure place in the examinations cupboard
- To maintain the examinations store cupboard in an appropriate manner, developing clear administrative systems, ensuring examination materials are kept securely and in a well-maintained condition, ensuring compliance with JCQ standards for monitoring
- To be responsible for the daily running of public examinations and to inform the Premises Staff in advance about arrangements that need to be made for furniture in examination rooms
- To be responsible for the ordering and provision of examination stationery
- To complete examination entries using IT wherever possible and ensuring manual back up as appropriate
- Organise the sittings for all examinations including booking venues, creating seating plans, student labels and ensuring relevant equipment is supplied
- Maintain accurate records of all examinations, including seating plans and attendance registers
- Ensure that all public examinations take place according to regulations published by the examination boards and that such regulations are publicly displayed and students duly informed
- To be responsible for the organisation of the appropriate number of invigilators for Examination sessions



- Collect, log and dispatch all examination scripts and coursework for marking
- Process requests for re-marks, receipt of scripts and appeals against results
- Liaise with Subject Leaders regarding all examination entries and the timetable by which entries must be made
- To oversee the copying and distribution of results by the centre office
- To check certificates before they are handed on to the relevant year teams
- To be present on the day the centre is notified of results in order to compile the relevant statistics and distribute results
- Manage the receipt of examination results on results days and to organise the distribution of results to students and provide guidance on next steps, including any appeals or re-mark requests
- To liaise with other partners where students are taught at other centres to ensure entries are made, examinations taken and results received
- To organise in consultation with the curriculum deputy and heads of years internal and Mock Examinations
- To be responsible for the timetabling and organisation of all mock and end of year examinations
- Ensure access arrangements comply with guidelines

## **Students**

- To brief students on examination procedures and conduct, and to produce guidelines for staff and students
- To sort out all clashes and make appropriate provision for students

## **Liaising with senior leadership**

- To liaise closely with the Vice Principal (Line Manager) when creating the invigilator timetable and provide information about the examination timetable, e.g. dates/times of examinations and the number of entrants
- To liaise closely with the Vice Principal responsible for examination analysis to develop exam statistics that can be used for target setting, review and as a basis for raising achievement

## **General**

- To undertake administration duties as required outside the examination periods
- To ensure that the above duties are carried out in accordance with the Academy's Equality Policy
- To undertake other tasks which would be considered reasonable within the parameters of the role

## **Safeguarding Children**

COLAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned. The post holder will be

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expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

## **English Duty**

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

## Examinations Manager – Person Specification

### Our Values and Vision

The City of London Academies Trust, sponsored by the City of London Corporation, aims to provide high-quality education for students and pioneer educational innovation. We are driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve.

All City of London schools and academies draw upon the traditions, institutions, heritage and historical successes of London to furnish each of their diverse communities with life-transforming learning experiences. In doing so, we believe that the young people we serve develop into successful, compassionate young adults, who make a positive contribution to their local, national and global communities.

Our schools are characterised by a common understanding of what makes outstanding schools, based on five key principles which are known as our 'Foundations of Excellence'.

### Our Staff

Our staff have high expectations, are consistent and driven to provide the best teaching and opportunities for our students. Teachers work in a well-disciplined environment where they are able to teach creative and engaging lessons, and all staff are given exciting opportunities to develop and learn from exceptional practitioners.

### Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the academy Equalities policies.

	Essential	Desirable
<b>Qualifications</b>		
Good standard of literacy and numeracy (minimum grade 4 GCSE mathematics and English or equivalent)	✓	
Educated to Degree level or equivalent		✓
Evidence of professional development and networking through a relevant body (e.g., The International Examination Officers' Association and or the Exams Office).		✓
<b>Experience, Skills and Knowledge</b>		
Proven experience in managing examinations or a similar large-scale administrative process.	✓	
Excellent leadership and team management skills, with experience in leading and developing staff.		✓
Strong understanding of examination regulations and procedures, particularly with regard to JCQ standards.	✓	
Competent in data analysis and able to provide detailed reports on examination outcomes and trends.		✓
High level of attention to detail and the ability to work under pressure to meet deadlines.		✓
Experience of organising external examinations	✓	
Ability to provide high-quality advice	✓	
Excellent knowledge of email and internet	✓	
Experience of setting up, using, maintaining and developing administrative and support systems		✓
Ability to organise and prioritise workload and work on own initiative	✓	
Excellent written and oral communication at all levels	✓	



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Ability to work under pressure while maintaining a positive, professional attitude	✓	
Ability to ensure that deadlines are met	✓	
Ability to work independently	✓	
Attention to detail in communication and planning	✓	
Ability to problem-solve	✓	
Well-organised	✓	
Well-presented	✓	
Fast and accurate keyboard skills		✓
Good understanding of database systems to produce reports and statistics		✓
<b>Other</b>		
Vision and values aligned with the academy's high aspirations and high expectations for children, staff and families	✓	
Commitment to working with others to secure the best outcomes for children	✓	
Skilful management and understanding of how to secure strong relationships with other academy staff, families, trustees and other external relationships		✓
Commitment to safeguarding and promoting the welfare of children and young people	✓	
Willingness to undergo appropriate checks, including enhanced DBS Checks	✓	
Motivation to work with children and young people	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	

# HOW TO COMPLETE THE APPLICATION

**Title:** Exams Officer

**Vacancy Description:** Permanent, Full time, Term time plus 2 weeks

**Closing date:** DATE

**Submission:** Applications must be submitted via following link

<https://mynewterm.com/school/City-of-London-Academy-Islington/135587>

It is essential that a fully completed application form is submitted. City of London Academies Trust cannot accept CVs alone. It is recommended that you retain a copy of your application form, so you can refer to it if you are invited for interview.

The main sections of the application form ask for various information relating to your work, educational and personal history. This information allows your application to be fully assessed against the criteria/competencies required for the job. When completing the application, you should provide your entire work history, including a description of any gaps in employment. In addition, outline your skills, qualifications and any notable awards. These can be selective, and you only need to provide those you consider relevant to the job you are applying for.

Your letter of application/supporting statements is the most significant element of the application form. Using no more than 1,000 words please provide an accompanying letter explaining why you are applying for this post and how your experience, skills, training and personal qualities match the requirements of the role as set out in the job description and person specification.

As part of your letter of application/supporting statement we are interested in knowing your impact so please provide relevant evidence. For instance, if you are seeking a pastoral role provide relevant data on the reduction of exclusions. If seeking a teacher role provide progress and attainment data of classes taught. If you do not meet all the essential criteria, it is unlikely that you will be shortlisted.

City of London Academies Trust asks that all potential employees highlight any relationships to school governors or employees to ensure all applicants are treated fairly.

For example, it may be inappropriate to offer someone a position within an organisation where they work for a family member or asking someone to take a position where they manage grants for voluntary services when their family works for a relevant voluntary organisation.

City of London Academies Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks in line with Keeping Children Safe in Education, including enhanced DBS checks and a willingness to demonstrate commitment to the standards which flows from City of London Academies Trust vision and values.

Please provide details of two referees, one of whom should be your present/most recent employer. References will not be accepted from relatives or friends. References are requested for all shortlisted candidates unless you specifically request us not to do so. Open references will not be accepted.

This post is exempt from the Rehabilitation of Offenders Act 1974. If you are appointed, you will be required to complete a DBS check. Any information received from the DBS will be treated in the strictest confidence. Having a criminal record will not exclude you from appointment, unless it is considered that the conviction renders you unsuitable to work with children.

Under the Criminal Justice and Court Services Act 2000, it is a criminal offence if an individual who is disqualified from working with children knowingly applies for, offers to do, accepts or does any work with children.

The role is covered by part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.



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