

# Applicant Pack



Examinations & Data  
Officer

PROUD  
TO BE  
PART OF

THE  
Pinnacle  
LEARNING TRUST



[www.pinnaclelearningtrust.org.uk](http://www.pinnaclelearningtrust.org.uk)



# Welcome from the HR Central Services Team

We are delighted you have expressed interest in a vacancy with The Pinnacle Learning Trust. Please take the time to read the 'Join the Pinnacle Learning Trust' booklet available from our website, in order to understand the benefits of working for our trust and how you might support us in achieving our vision and values.

Should you have any questions regarding the position or the application form, please contact the Human Resources Department for assistance on 0161 287 8001.

Please ensure you submit your application by the closing date stated in the advert.

We cannot accept information held on CVs and therefore your application and accompanying statement must show all information about yourself and how you meet our requirements. The job description and person specification will assist you with this. Please provide a day-time contact number on your application form.

You should remember to include information on all your previous employment roles and qualifications gained from secondary school onwards, covering any gaps in employment which are longer than 2 months, detailing what you were doing during that time.

For teaching roles, please provide your results from the last three academic years, where available, together with your application form.

In the meantime, may we take this opportunity to thank you for your interest in working with us and we look forward to receiving your completed application.

Best regards,  
HR Team

\*If you require this or any of the documents in an alternate format please contact a member of the Human Resources Department.



## About Hathershaw College

### *'Together we Succeed'*

The Hathershaw college, based in Oldham , serves more than 1,000 pupils aged 11-16 years across 5 year groups. We are a founding member of The Pinnacle Learning Trust, established in September 2017, and a key driver in the Trust's mission to improve the lives and chances of young people in the local area.

In our most recent Ofsted report published in June 2026, under the new national inspection framework, our school is recognised as welcoming and inclusive, with a strong culture of respect and high expectations. Inspectors judged the school to have met the Expected Standard in Attendance and Behaviour, Inclusion and Personal Development and Wellbeing, whilst confirming that the school meets the national expected safeguarding standard.

Ofsted recognised our inclusive ethos, stating that; *"this is a community where students experience a positive sense of belonging"*. Their findings reflect the commitment of our staff, leaders and students to creating a calm, respectful and supportive learning environment, alongside our continued focus on securing the very best outcomes for all our young people. We place high value on preparing our students for future success through a comprehensive Careers Education Package that meets all the Gatsby Benchmarks. The Pinnacle Learning Trust also includes the successful Oldham Sixth Form College and we benefit enormously from this link.

We are committed to the success of our staff as much as our students. As part of The Pinnacle Learning Trust, our colleagues benefit from extensive support and high quality Professional Development with the support of the **Pinnacle Research School**. Access to INSET days, weekly in-house CPD sessions, and Trust-wide training ensures that you will be learning and developing throughout your career with us. We are also an executive partner in the East Manchester Teaching School Hub, which provides access to sector-leading, evidence-based training for both teaching and support staff.

We actively seek staff feedback to ensure The Hatherhaw College remains a place where our team feels valued and supported. We are delighted that the Pinnacle Learning Trust was winner of the **MAT Excellence Award for Wellbeing Trust of the Year 2025**, and has been recognised by **Edurio for a Trust Value Award** in 2025 for the second year running.

If you are looking to make an impact on the life chances of young people, we invite you to join our team at The Hathershaw College.

# Job Description & Person Specification

## Main Purpose of the post

To be responsible for the effective administration of all internal and external examinations and assessments across the Academy.

To support the Trust Deputy Head of MIS with effective set up and use of the Academy MI system (Arbor) to enable the collation and presentation of accurate data.

## Summary of Main Duties and Responsibilities

### Examinations

- Be the Academy's named person and main point of contact with all awarding bodies
- Ensure knowledge about external developments in examinations and assessments is kept up to date and relevant information is shared with the appropriate staff
- Be the main point of contact for staff and students in relation to queries regarding exams and resolve any, by referring to examination board guidelines and resolving any issues raised
- Develop processes that ensure JCQ guidelines and regulations, along with individual awarding bodies' regulations, are adhered to throughout the Academy
- Develop and implement efficient and effective systems and procedures in the organisation, administration and delivery of external examinations and internal assessments
- Develop the student exams site and ensure relevant exams information is accessible and communicated to students in a user friendly format
- Ensure all policies and procedures relating to examinations are regularly reviewed and kept up to date in a complete manual covering the whole of the examinations process
- Ensure all exam administration on the Academy system is carried out accurately and in a timely manner, meeting external deadlines as appropriate, including entries, results and completions
- Responsible for the effective management of the exams budget
- Ensure the accurate maintenance of student records in relation to qualifications, examinations and achievement data on the academy MI system (Arbor), in line with GDPR.
- Work with the Trust Deputy Head of MIS in relation to the distribution, reporting and statistical analysis of results
- Support the Assistant Principal SENCO to ensure access arrangements are administered to deadline and to contribute to processes as required
- Manage the special consideration process adhering to external deadlines
- To work with curriculum leaders to ensure entries and non-examined assessments are checked and accurately submitted by appropriate deadlines, along with payments where necessary
- Responsible for timetabling of exams, along with seating plans and rooming and ensure it is communicated with students in a timely manner
- Lead on the recruitment, training, supervision and line management of staff working within the Exams Department, including invigilators, allocating and monitoring work to ensure quality
- Ensure exam papers are checked and prepared accurately for all exams
- Ensure examination scripts are checked and despatched in a timely manner
- Responsible for the administration and distribution of student exam certificates
- To address and promptly resolve any complaints received, ensuring procedures are put in place to prevent a recurrence
- Ensure the Head of Centre (the Principal) is kept informed of any issues of malpractice/misadministration

## **Data**

Support the Trust Deputy Head of MIS in:

- ensuring the effective set up and use of the academy MI system (Arbor) and its modules and applications
- Inputting data as required
- reporting and presentation of relevant and accurate data to staff and senior leaders
- monitoring and maintaining data integrity on the MI system
- working with SLT to ensure timely delivery of data for external collections
- ensuring the data security and protection standards are adhered to at all times

## **Requirements of All Academy Staff:**

- To promote and uphold the Academy Mission Statement, values and strategic aims and objectives.
- To comply with Academy/Trust policies and procedures, including those relating to health and safety, safeguarding, welfare and security.
- To work positively and inclusively with colleagues, students, parents and other partners regardless of their gender, ethnicity, sexuality, age or disability.
- To attend briefings and staff meetings as required.
- To participate in the Academy's Performance Management Review scheme and undertake professional development and training as required.
- To be a positive role model and take responsibility for promoting good standards of behaviour and conduct in students.
- To undertake other duties that are in accordance with the purpose and grade of the post as agreed with the Principal or designated alternate.

## **Relationship to other posts within the College**

**Supervision received: Assistant Principal**

**Supervision given to: Exam Invigilators**

	Essential	Desirable	Method of Assessment
<b>Experience</b>			
Experience of administering external (GCSE and BTEC) exams within a school or college	✓		Application/Interview
Experience of ensuring the accuracy of data, resolving discrepancies & maintaining records to track changes to data.	✓		Application/Interview
Experience of administering exams within a MIS system	✓		Application/Interview
Experience of coordinating and managing access arrangements		✓	Application/Interview
Successful experience of leading and supporting a team		✓	Application/Interview
Experience of working within a function which is routinely audited		✓	Application/Interview
Experience of developing and implementing new, high quality systems and procedures	✓		Application/Interview
Experience of training staff	✓		Application/Interview
<b>Skills and Knowledge</b>			
Excellent IT skills and confident user of IT systems	✓		Application/Interview
Knowledge of Arbor School Management Information System		✓	
Knowledge and understanding of examination board and JCQ requirements	✓		Application/Interview
Knowledge and understanding of invigilation guidelines	✓		Application/Interview
Excellent administrative and organisational skills	✓		Application/Interview
Excellent accuracy and attention to detail	✓		Application/Interview
Excellent written and verbal communication skills	✓		Application/Interview
<b>Education and Qualifications</b>			
Good Standard of Education	✓		Application
Minimum Level 2 qualification in numeracy and literacy (i.e. GCSE Maths and English at grade C/4 or above)	✓		Application
Successfully completed or working towards a relevant degree or management qualification		✓	Application
<b>Attitude and Personal Qualities</b>			
Ability to work independently and as part of a team	✓		Application/Interview/References
Confidence in your abilities to deal with problems as they arise in a professional manner.	✓		Application/Interview/References
Ability and resilience to multi-task, work calmly under pressure and meet deadlines	✓		Application/Interview/References
A proactive, self-motivated approach with the ability to work under own initiative	✓		Application/Interview/References
Excellent Interpersonal skills and ability to establish and maintain good working relationships with others	✓		Application/Interview/References
Ability to deal sensitively with complex and sensitive issues	✓		Application/Interview/References
Suitability to work with children	✓		Enhanced DBS clearance/References
Commitment to equality of opportunity and anti-discriminatory practice.	✓		Application/Interview
Sensitivity to community issues	✓		Application/Interview
An enthusiastic and flexible approach to working routines and practices	✓		Application/Interview/References

# How To Apply

To apply, please click [here](#).

Additional Reasons to Join Us:

- Automatic enrolment into a Pension Scheme
- Various health and wellbeing benefits (including on site gym membership at Oldham Sixth Form College and The Hathershaw College)
- Employee Assistance Programme, offering health and wellbeing services
- Laptop/Chromebook allocated to teachers and support staff (if required)
- Cycle to work schemes available
- Free on-site parking
- Excellent opportunities for CPD and career development

Please see our Join The Pinnacle Learning Trust booklet for more reasons to work for the Pinnacle Learning Trust.

## **Commitment to Safeguarding**

The Pinnacle Learning Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. Applicants must be willing to undergo pre-employment checks. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check. The Pinnacle Learning Trust is an Equal Opportunities Employer and welcomes applications from underrepresented groups and ethnic minorities.

**“Educational organisations can often have a culture that is somewhat bureaucratic and punitive, but our trust isn’t like that. We have a human side, which we show in abundance, and we really support each other. Things like behaviour management, for example, are a team effort - no-one is just left on their own.”**

**Rebekah Sutcliffe, Trustee and former senior police officer and director in local government**

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**To find out  
more or to  
apply:**

[pinnaclelearningtrust.org.uk](http://pinnaclelearningtrust.org.uk)  
[hr@pinnaclelearningtrust.org.uk](mailto:hr@pinnaclelearningtrust.org.uk)

**0161 287 8001**

