



Immanuel College
Church of England Academy

bdot
Bradford Diocesan
Academies Trust



Applicant Information Pack

Examinations Officer

Closing Date: Friday 8 May 2026, 9.00am

Interview Date: w/c Monday 11 May 2026

Start Date: As soon as possible

Welcome from the Headteacher

Dear applicant,

Thank you for your initial interest in the position of Examinations Officer at Immanuel College. I hope that the information found within this pack and on our website will encourage you to submit an application.

Immanuel College is an 11–18 Church of England Academy, proud to be part of the Bradford Diocesan Academies Trust (BDAT). Situated in Idle, in the north of Bradford, we have been serving our local communities for over twenty years.

Our Christian ethos, rooted in *perseverance, character, and hope*, shapes everything we do. “Immanuel” means *God with us*, and our motto *All God’s Children* reflects our belief that every student deserves to flourish. Our most recent SIAMS inspection recognised us as an *outstanding church school*, highlighting the “positive relationships at all levels” that enable both students and staff to thrive.

In May 2024, Ofsted judged us to be a *Good* school. We are proud of our strong record of GCSE and A level success, with excellent progress made by students of all abilities and backgrounds. Most of our students choose to continue their journey with us into our inclusive and supportive Sixth Form.

To further enhance our provision, we were delighted to open a state-of-the-art post-16 building in September 2025. This new facility provides modern, purpose-built spaces for learning, collaboration, and personal development, and reflects our commitment to offering an outstanding Sixth Form experience for our students.

Our staff are at the heart of our success. Teachers and support staff at Immanuel College have high aspirations for every student and are deeply committed to helping them reach their potential. In return, we place great value on staff wellbeing, actively reducing unnecessary workload wherever possible. We offer a robust performance management system, alongside a comprehensive and bespoke programme of CPD, to ensure colleagues feel supported in their professional growth.

If your passion for teaching matches our commitment to developing young people, and if you feel your values align with ours, then I warmly encourage you to apply.

With best wishes,



Mr S. Mulligan
Headteacher



Advert

Job title:	Examinations Officer
Contract type:	Permanent
Contract type:	37 hours, all year round
Salary:	SO1 (SCP 23-25) £34,434 - £36,363
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Job Description

Job Title:	Examinations Officer
Team/Faculty:	Examinations Team
Job Purpose:	To manage and carry out the administration and organisation of external and internal examinations
Salary:	SO1 (SCP 23-25) £34,434 - £36,363
Accountable to:	Assistant Head

Prime Objectives of the Post:

1. To manage and carry out the administration of examinations including entries, organisation and administration of external, and internal exams run by the school including invigilation.
2. Coordination, and processing of external and internal exam results
3. To provide general office support as directed by Office Manager

Supervisory/Managerial Responsibilities:

To be responsible for the organisation and deployment of invigilators during external and internal exams

Supervision and Guidance:

To be line managed by the Assistant Headteacher that has responsibility for exams.

May also be directed by the office manager to support if needed.

Range of Decision Taking:

- To make decisions within established working practices and procedures
- To exercise personal judgement and discretion within established practices and procedures to deal with confidential and sensitive issues appropriately.
- The post-holder will be expected to use good common sense and initiative in all matters relating to the prime objectives of the post.
- To ensure consistency and accuracy of information.

Responsibility for Assets, Materials etc:

- To maintain the confidential nature of information relating to the school, staff, students, parents/carers and external partners.
- To be responsible for the safe keeping of computerised data; ensuring the requirements of the Data Protection Act are met.

Range of Duties:

1. To manage and carry out the administration of examination entries and to organise and administer public and college examinations including invigilation.

- Liaison with SLT member responsible for examinations
- Liaison with HOF's and Examiners regarding examination courses and entries.
- Lodging external examination entries with appropriate examination boards.
- Organising all external and internal examinations including liaising with the site team to ensure the exam room is set up
- Setting up of alternative provision for discreet groups of students including students off site
- Managing ECDL, Functional Skills and IFS including all entries and administration
- Keeping all staff and pupils informed about examinations through information packs and notice boards.
- Organising and supporting the invigilation of exams, including the training of invigilators
- Ensuring external exams are carried out according to guidance from the examination boards e.g. setting up exam rooms and posting appropriate information and regulations.
- To liaise with examination boards and other external assessors re assessment.
- Develop and maintain systems to ensure the school is an efficient and cost-effective examination Centre

2. Coordination and processing of external exam and internal mock results

This includes:

- Liaison with SLT member responsible for exams
- Organisation of external and internal results days
- Coordination of remarks from external exams

3. To provide general admin support, this could include specific backup for cover; timetabling; and any wider admin support as required by Office Manager.

4. To contribute to the overall ethos/work/aims of the school and appreciate and support the role of other professionals.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually

Note

1. As an equal rights employer we are committed to make any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

Person Specification

Job Title:	Examinations Officer
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Category	Essential Criteria	Desirable Criteria
Qualifications and Training	<ul style="list-style-type: none"> GCSE Maths and English at Grade C or above (or equivalent) or experience demonstrating abilities at this level Commitment to own personal and professional development, being prepared to undertake training relevant to the post. Evidence of further training in a range of computer applications and other relevant courses 	
Experience	<ul style="list-style-type: none"> Previous experience of working in a school environment. Experience in Microsoft Word and Excel applications 	<ul style="list-style-type: none"> Be an experienced Schools Examinations Officer with a good knowledge of all administrative procedures relating to GCSE, BTEC, vocational qualifications and A-Level examinations Have experience of liaising with exam boards, staff and students and be able to organise, train and lead an invigilation team Have a high level of IT proficiency with experience in using SIMS Exam Organiser
Special Knowledge	<ul style="list-style-type: none"> Knowledge of office methodologies (e.g. manual and electronic filing systems, correspondence files etc). 	<ul style="list-style-type: none"> Knowledge of School and Academy Procedures.
Personal circumstances	<ul style="list-style-type: none"> Able to work the specified hours of the post. Will not require leave of absence during term time (save for sickness or compassionate leave) Legally entitled to work in the UK (Asylum and Immigration Act 1996). Good attendance and timekeeping. 	
Disposition/attitude	<ul style="list-style-type: none"> Willingness to support the Christian Ethos of the Academy. Able to cope with special pressure of school life and undertake wide range of duties. Able to rationalise conflicting demands and pressure. Flexible approach, dependable and loyal – ability to work within a small team and with a wide range of people. 	
Practical and Intellectual Skills	<ul style="list-style-type: none"> Excellent communication skills both written and verbal Keyboard skills and ability to work with reasonable precision and speed. Must demonstrate good inter-personal and listening skills. Developed organisational skills. 	

How to Apply

Our aim is to ensure that we recruit the right person for the job. We will ensure that the selection process is fair and without unbiased. The person specification sets out the criteria used to assess candidates through the selection process.

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure form the Disclosure and Barring Service.

Applications

Completed applications must be submitted and returned to Katie Green at Immanuel College via the MyNewTerm website at <https://mynewterm.com/jobs/142590/EDV-2026-IC-57627>.

All applications will be acknowledged within 24 hours. Should you fail to receive a confirmation, please call 01274 425900

Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel, at least one of which has completed safer recruitment training. We carefully check all applications for anomalies and we may ask for more information about any gaps at interview.

Candidates who best meet the person specification will be invited to an interview. We will notify you by telephone with e-mail confirmation to follow. If you have not heard from us within 5 working days of the shortlisting date, you have not been successful at this stage.

References

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or most recent employer.

Interview Process

The interviews will be held at Immanuel College. The interview will consist of a tour of the school, a task and formal interview. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity on the first day.

Final Selection

Following the interview process, we will use the person specification as a guide to select the most suitable candidate for our school. In most cases a decision will be made the same day as the interview although occasionally the decision may take longer. We will then telephone each candidate to inform them of the outcome; we will give brief feedback during this telephone conversation.

Offer of Employment

We will normally make a verbal offer of employment by telephone on the day of the interview, and this will be confirmed in writing. Any offer is made subject to:

- Satisfactory references
- A completed DBS check
- Provision of proof of identity and qualifications

Probationary Period

The first school term of your employment will be a probationary period

Timeline

Closing date: Friday 8 May 2026, 9.00am

Interview date: w/c Monday 11 May 2026

Questions

If you have any queries on any aspect of the application process please contact Katie Green on 01274 425900 or e-mail katie.green@immanuel.bdat-academies.org

About BDAT

General Information and Background



Bradford Diocesan Academies Trust (BDAT) is a Multi-Academy Trust (MAT) supporting 21 schools in Bradford. We are a Trust which prides ourselves in delivering great education outcomes and life opportunities for all our children. We are an inclusive Trust working with children from a rich range of backgrounds who reflect our communities and the city we serve. We are proud to be all about Bradford and developing the future generation of lifelong learners who will go on to achieve incredible things.

BDAT is a Trust which recognises each of our schools is unique. We actively encourage and celebrate difference as we know each of our schools serves very different communities. However we also know that a key strength of being part of a Trust means together our schools can support each other, learn from each other and share great practice. As importantly we know from working our way through the COVID pandemic, that a problem shared really can be a problem halved, and by working together we can save ourselves time, money and lots of duplication of work.

We are a Trust which is value-led, and we know it is important that we consistently live these values. The Trust's mission is "At BDAT we want every child to have a happy and high-quality education enabling them to grow and flourish during their time at school."

Our core Trust values are inclusion, compassion, aspiration, resilience, excellence (I.C.A.R.E.). We seek to model these values in all we do, including how we recruit and develop our staff, how we teach our students and how we liaise with our families, friends and partners. We are a proudly Christian organisation committed to providing high-quality education for all within our ethos. Whilst robust Christian principles underpin the work of the Trust, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. We describe ourselves as having inclusive values believing these are as appropriate and important to staff and students of all faiths (and to those without faith) as they are to those who practice within the Church of England. It is for this reason we choose to support and sponsor Non-Church of England Academies, as well as those within the faith. Therefore, we welcome applications for this role from employees of all faiths as long as they understand and can promote the values which we share.

BDAT is a large Trust, however we pride ourselves in knowing and understanding our schools. We are all part of the BDAT family, and we all have the same motivation – to see our children succeed. For more information about us follow us on twitter @WeAreBDAT or visit www.bdat-academies.org

BDAT's Mission, Vision and Values

Our mission:

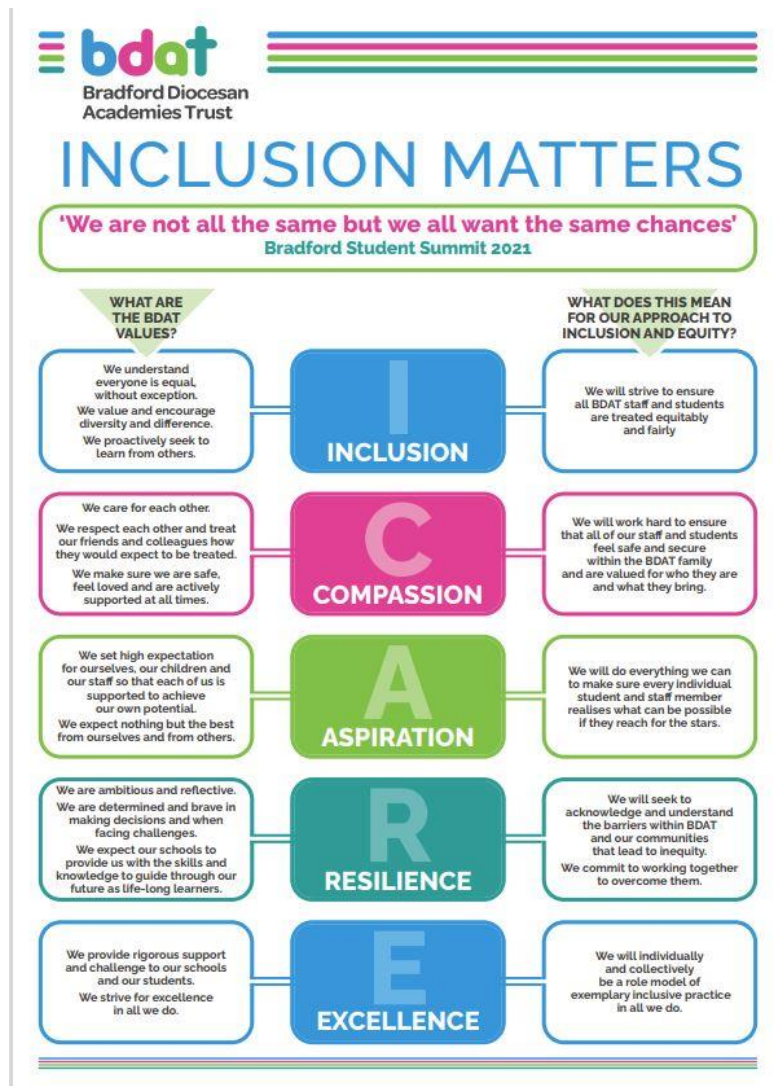
"At BDAT we want every child to have a happy and high-quality education enabling them to grow and flourish during their time at school."

Our vision is:

Immanuel College: Applicant Information Pack

“We will provide schools that develop student competence, confidence and character, driven by local community context and inclusive Christian values, ensuring every student achieves their academic potential and leaves our Trust prepared for the next stage of their life journey. We want BDAT schools to be schools of choice for the diverse and special communities we serve. We will recruit develop and retain highly skilled staff dedicated to making sure our children and young people have every chance to succeed.

Our values are:



Contact Details

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