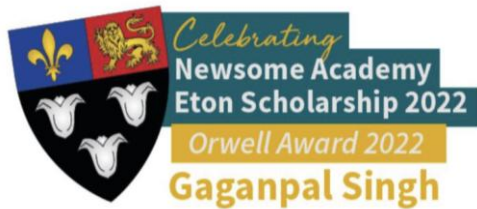




# Newsome Academy

Everyone Exceptional Everyday

# EXAMS OFFICER INFORMATION PACK





- **Contract term:** Permanent
- **Salary:** Scale 6, SCP 18-22 starting point negotiable subject to experience (Actual Salary £28,262 - £30,199)
- **Contract type:** Term Time + 10 Days
- **Start Date:** 1 September 2026
- **Closing Date:** Friday 3 July at 9am

## Wider Information

- The primary purpose of this role is to lead the effective administration, organisation and delivery of all internal and external examinations, ensuring that the academy meets the requirements of awarding bodies, examination regulations and statutory guidance. The postholder will also play a key role in supporting the academy's achievement agenda through the accurate management, analysis and reporting of student performance data.
- The successful candidate will ensure that examination processes are efficient, compliant and student-centred, enabling all students to access examinations fairly and achieve their full potential.

## Department Information

- This is an exciting stage for the team as we have invested in systems across the school over recent years. The team consists of a 'family' of wonderful professionals who have an internal reputation of being 'reliable, close and supportive'. You will have the advantage of being part of the awesome support and caring network that this generates – the word 'family' resonates through our Academy and Department!

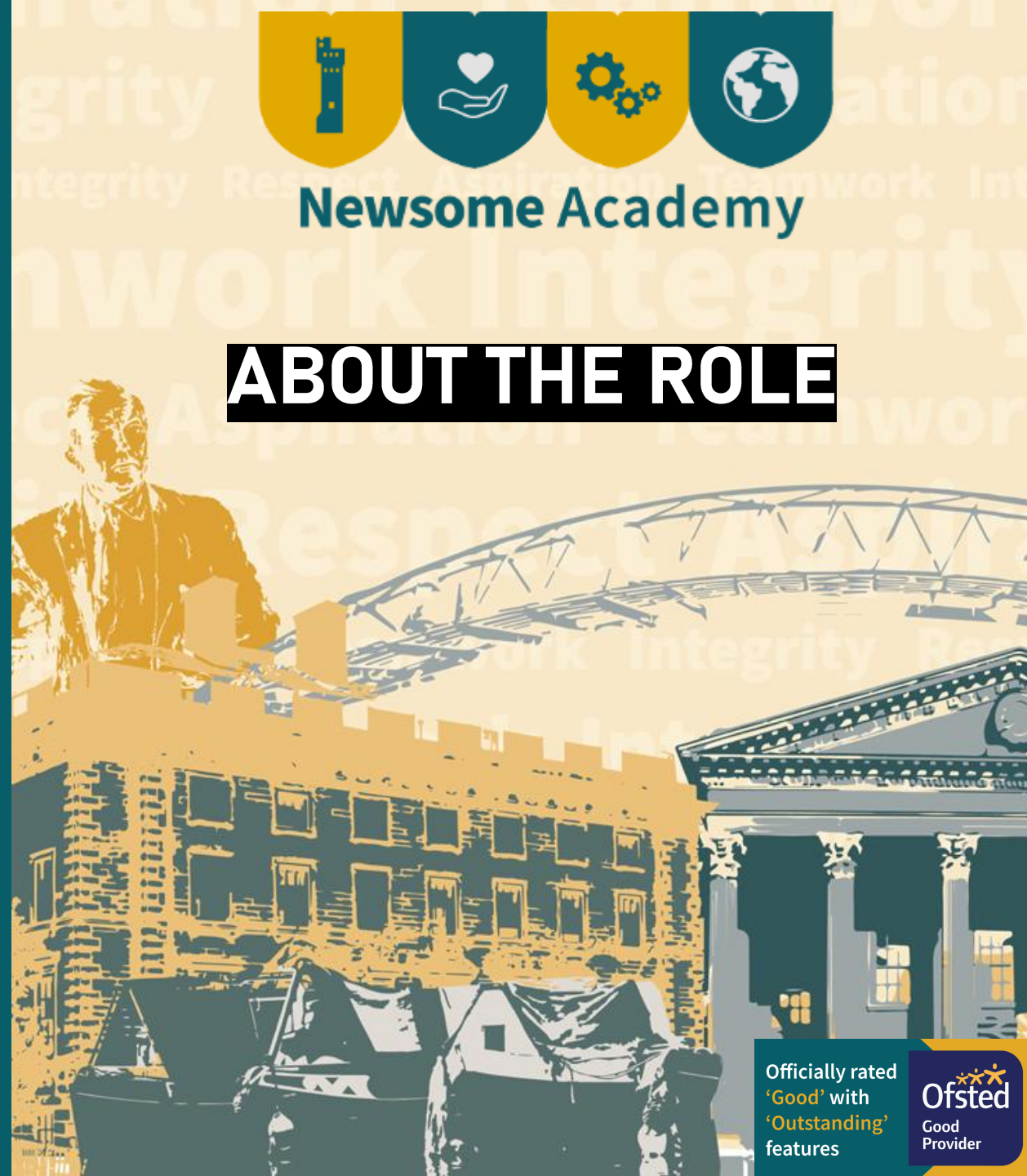
## Support and further Career Opportunities

- We invest in and support our staff and over recent years have welcomed colleagues onto the Senior Leadership team and other whole school responsibilities as part of their development. We support outward facing initiatives through promotion of school visits and CPD training. We also have opportunities for colleagues to gain wider experience in whole school initiatives and this has supported the promotion of a number of internal appointments over recent years. Being part of a MAT also offers networking and career prospects for candidates wanting to progress in the future as we continue to grow and develop together. Our Trust is very much the heartbeat and offers an abundance of support and opportunity. This is echoed by our wonderful Governors and indeed community in which we serve.



Newsome Academy

# ABOUT THE ROLE



Officially rated  
'Good' with  
'Outstanding'  
features





# Newsome Academy

Everyone Exceptional Everyday

ABOUT

US



Newsome Academy is a successful, oversubscribed secondary school, set in fabulous countryside in south Huddersfield. We have just over 780 students and over 60 awesome teaching and support staff. We are very unique in the fact that we also have two specialist provisions - Hearing Impaired and Physically Impaired. These provisions allow students to be in mainstream lessons whilst getting the specialist support they need. The Headteacher and the Senior Team are always present around school, whether this be on duty during social times or dropping into lessons to check on the school climate. We promote leadership and this is evidenced through our amazing students and wider staff teams. The school has seen a significant and exciting change and we have celebrated record-breaking results for the past few years. We are also the only school in Kirklees that are celebrating a student securing a Scholarship at Eton College in 2022.

Newsome is one of 10 Academies within Impact Education Multi-Academy Trust. There are 2 Secondaries, 1 Through School, 1 Alternative Provision and 6 primaries, and more are due to join over the coming year. The Trust is on a mission to improve the life chances of children and young people and improve social mobility for the disadvantaged. Our vision is to be a Trust where hearts and minds connect; values-driven partners working collaboratively to ensure education impacts positively on students, families, communities and staff. Impact Academies are aligned to the Trust Mission, Vision and Aims. Our Academies have individual identities which reflect the diverse communities they serve. They have the autonomy to create, explore and learn from different practices and our Headteachers believe that leadership and personal accountability are founded on self-direction and reflection. We believe that collaborative leadership and strong partnership development can lead to significant positive impact on the quality of education through sharing the best collective practice. Our values of Heart, Mind and Connect underpin everything we do and our Core Principles and Aims articulate how we will live these out.

Officially rated  
'Good' with  
'Outstanding'  
features



**To be a pupil at this school is to be part of a caring, closeknit family.** Staff and pupils form strong relationships that underpin the school's work. Pupils are safe. They are nurtured to achieve their full potential. In the words of one pupil, echoing the sentiments of many, 'We belong here.'

**Pupils respond admirably to the high expectations that staff have of them. They are happy, enjoy learning and achieve well.** Teachers support pupils very well. Pupils learn a curriculum which is constructed and designed to give them the best start in life.

**Pupils' conduct at the school is exemplary and an excellent model of inclusion.** Pupils are unfailingly polite and exhibit the school's values of respect, integrity, teamwork and aspiration. Pupils are attentive in lessons and enjoy learning.

**The school prioritises reading. Pupils are provided with many opportunities to read.** They are encouraged to read aloud in class, practise new vocabulary and develop their oracy skills. Pupils receive weekly literacy seminar sessions in which they read and discuss a text together.

**Transformative changes to the school have been made by skilled and determined leaders.** They have a sharp understanding of the school's many strengths and remaining areas for development. Governors and trustees provide support and hold school leaders to account effectively.

**IN FEBRUARY 2024, WE  
WERE PRAISED FOR MANY  
THINGS. YOU WILL BE  
JOINING A FANTASTIC  
FAMILY!**

**Officially rated  
'Good' with  
'Outstanding'  
features**



**Ofsted**  
Good  
Provider

## Main responsibilities will include but are not limited to:

- Lead and manage the **planning, organisation and administration of all internal and external examinations**, assessments and testing programmes.
- Ensure **full compliance with Joint Council for Qualifications (JCQ)**, awarding body and academy regulations at all times.
- **Manage examination entries**, amendments, withdrawals, access arrangements and results processes accurately and within required deadlines.
- **Recruit, train and manage invigilators** to ensure examinations are conducted effectively and in accordance with regulations.
- **Develop and maintain robust systems and procedures** to ensure the smooth running of all examination and assessment activities.
- **Liaise effectively** with senior leaders, curriculum leaders, SEND staff, students, parents, awarding bodies and external agencies regarding examinations and assessment arrangements.
- **Coordinate and administer examination access arrangements**, ensuring students receive appropriate support in line with statutory requirements.
- **Produce accurate and timely examination timetables, seating plans**, candidate information and examination communications.
- Manage the **secure handling, storage and distribution of examination materials** and confidential information.
- **Supporting data collection cycles**, reporting windows and the publication of student progress information.
- Other **administrative duties** as needed: Attendance at Parents Evenings, Timetable administration (changes, new admissions).



Newsome Academy

**JOB**

**DESCRIPTION**

The successful candidate will also:

- Promote **high standards of organisation, accuracy and professionalism** in all aspects of their work.
- **Contribute positively to the wider life of the academy** and support its ethos and values.
- Demonstrate a **commitment to safeguarding** and promoting the welfare of children and young people.
- **Support the academy's commitment to inclusion**, ensuring all students are able to access examinations and achieve success.
- **Work collaboratively with colleagues** to support both operational excellence and continuous school improvement.

Officially rated  
'Good' with  
'Outstanding'  
features



Essential Criteria	Desirable Criteria	Evidence
<b>Qualifications:</b> <ul style="list-style-type: none"> <li>Strong GCSEs including Grade 4 (C) or above in English and Mathematics</li> <li>Evidence of continued professional development relevant to examinations, administration or data management.</li> </ul>	<ul style="list-style-type: none"> <li>A-Level and/or degree qualification</li> <li>Further professional qualifications in administration, data management or education</li> <li>JCQ or examinations-related training</li> <li>Access Arrangement Testing Qualification</li> </ul>	Application form
<b>Working Experience:</b> <ul style="list-style-type: none"> <li>Experience of working within an examinations, data or administrative role</li> <li>Experience of managing confidential and sensitive information accurately</li> <li>Experience of working to strict deadlines and regulatory requirements</li> <li>Experience of producing reports and analysing information to support decision-making</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience as an Examinations Officer or Assistant Examinations Officer</li> <li>Experience of managing school data systems and reporting processes</li> <li>Proficiency with school-based MIS systems (e.g. Bromcom)</li> <li>Experience of admissions or pupil administration</li> <li>Experience of working within an educational setting</li> </ul>	Application Form Interview
<b>Skills &amp; Knowledge:</b> <ul style="list-style-type: none"> <li>Advanced proficiency in Microsoft Office 365, particularly Excel</li> <li>Excellent administrative and organisational skills</li> <li>Ability to manage multiple priorities and meet competing deadlines</li> <li>Excellent written and verbal communication skills</li> <li>Meticulous attention to detail and accuracy</li> <li>Ability to analyse, interpret and present data effectively</li> <li>Understanding of data protection, confidentiality and GDPR requirements</li> <li>Ability to learn and use specialist examination and data systems</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with databases and reporting tools</li> <li>Knowledge of JCQ regulations and examination procedures</li> <li>Experience of producing performance and attainment reports</li> <li>Knowledge of school accountability measures and assessment processes</li> <li>Advanced Excel skills including formulas, lookups and data analysis</li> </ul>	Application Form Interview
<b>Personal Qualities:</b> <ul style="list-style-type: none"> <li>Highly organised, methodical and process-driven</li> <li>Proactive and able to use initiative effectively</li> <li>Calm, resilient and able to work under pressure during peak examination periods</li> <li>Ability to work independently and as part of a team</li> <li>Commitment to continuous professional development</li> <li>Understanding of safeguarding principles and practice</li> <li>Positive attitude towards education and supporting young people</li> <li>Diplomatic, discreet and able to maintain strict confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>Confidence in communicating with a wide range of stakeholders</li> <li>Desire to further develop professional skills and knowledge</li> <li>Ability to identify opportunities for improving systems and processes</li> </ul>	Application Form Interview
<b>Management Skills:</b> <ul style="list-style-type: none"> <li>Ability to establish positive and professional working relationships across the academy community</li> <li>Ability to coordinate examination processes and ensure compliance with regulations</li> <li>Ability to plan effectively and manage key examination and reporting deadlines</li> <li>Ability to maintain accurate systems, records and audit trails</li> <li>Ability to support senior leaders with examination and performance information</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of wider school accountability measures and performance reporting</li> <li>Experience of reviewing and improving administrative systems and procedures</li> <li>Experience of training or supporting colleagues in the use of data or examination systems</li> </ul>	Application Form Interview



Newsome Academy

# PERSON SPECIFICATION



Officially rated  
'Good' with  
'Outstanding'  
features





# HEARTS & MINDS STRATEGY

SUPPORTING WORKLOAD & WELLBEING FOR EMPLOYEES...

- **Over 10% PPA allocation** – our Teachers gain over 30mins extra each week.
- More PPA time by not having a form for 3 days of the week so you can plan for your busy day – equating to 63.5 additional planning hours over the year.
- **All Teachers get a laptop** supplied to aid working.
- Start of year arrangements to support planning including additional September start of term INSET sessions for staff to 'settle back' into the new academic year. Staggered year group starts to enable more planning time for staff.
- **Luxury staffroom & working facilities** with fridges, freezers, water machines and complimentary tea/coffee.
- School Dog Mentor is here every day to bring a smile to our day – available for cuddles and walks at any time.
- **Seasonal staff events** including Christmas events and Friday meet-ups.
- **New facilities** & ICT in every classroom.
- Free lunch for duties and food provided for Open Evening and Parents Evening commitments.
- **Half-termly staff voice** to ensure each and every voice and opinion is heard.
- Free annual Flu vaccinations so staff don't have to spend precious personal time and money.
- **Free to use professional gym** for all staff and reduced rates on facility hire.
- Adapted facilities for working health – offering specific aids to enable health/disability-related requirements.
- **An extraordinary feel of positivity** where you are warmly greeted by all when you walk through the building.





**WE LOOK FORWARD  
TO YOUR  
APPLICATION TO  
JOIN OUR FAMILY...**

**CHECK OUR 'X' ACCOUNT TO SEE OUR  
FAMILY IN ACTION AND GET IN TOUCH  
FOR A HEADTEACHER VISIT &  
INFORMAL CHAT ABOUT THIS EXCITING  
OPPORTUNITY.**

- **YVONNE AINLEY (HEAD'S PA)**
- **[YAINLEY@NEWSOMEACADEMY.CO.UK](mailto:YAINLEY@NEWSOMEACADEMY.CO.UK)**



Officially rated  
'Good' with  
'Outstanding'  
features

**Ofsted**  
Good  
Provider