




The **GALLERY TRUST**



A community of special schools



Examinations Officer

Candidate Information
April 2026

Welcome

Thank you for your interest in the role of Examinations Officer, at Orion Academy.

Orion Academy currently offers places to 74 students; the roll of the school will rise steadily over the next two years to cater for 108 students, aged from 10 to 18 years. Students attend from throughout the county, and transfer from our SEND feeder school, Northern House Academy, and from other mainstream primary and secondary schools. The Academy moved into new, state of the art buildings in September 2021. Our facilities offer a wide range of exciting curriculum and vocational opportunities to learners, and a fantastic working environment.

All students who attend Orion Academy have an Education, Health and Care Plan, which describes their special needs and drives their educational provision.

Students are taught through a differentiated and bespoke curriculum designed to enhance their personal and social development and academic achievement. We have a strong intent to ensure our students leave with the personal characteristics to thrive in their communities. Classes are taught in stages, not necessarily ages, allowing innovation and creative approaches to teaching and learning. The Academy provides support for our students with social and emotional needs through our Academy Community Learning Team, which consists of youth workers, therapeutic and pastoral workers.

Thank you for your interest in Orion Academy. This is an exciting time to join our school and we look forward to receiving your application.



Jessie Shakespeare
Co. Headteacher



Hannah Shuker
Co. Headteacher

The Gallery Trust is a Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The aim of the Trust is to provide outstanding education and support for young people with special needs and disabilities, enabled through:

- Commitment to special education – striving to provide the best specialist learning experience for all students
- Opportunities for all to learn – ensuring that students and staff have access to learning pathways which enhance their lives
- Genuine respect and value – creating relationships which promote trust, confidence and respect within environments which are safe and secure

The Trust is on a continuing journey of expansion, growing from a Multi Academy Trust based on a single academy in 2013, to its position as the largest Special Trust in Oxfordshire.

The schools in the Trust are:

- Bardwell School, Bicester
- Bloxham Grove Academy
- A Free Special School in South Oxfordshire, opening date to be confirmed
- Iffley Academy, Oxford
- Mabel Prichard School, Oxford
- Northern House Academy, Oxford
- Orion Academy, Oxford
- Springfield School, Witney

The Trust's vision is to continue to expand over the next five years, supporting a community of converter academies, free schools and sponsored academies. All member academies have the opportunity to share SEND expertise and to work with peers who share common aims and goals.

The Trust is committed to investment in learning, developing system leadership, working in partnership and through a shared vision, enabling all students to reach their full potential.

Examinations Officer

Location: Orion Academy, Oxford

Contract Type: Part time (0.6 - 23 hours a week), 40 weeks a year (5 inset days + 1 week during school holidays). **September 2026 start**

Salary: Grade 9 SCP 23

FTE = £34,434 - £37,280

Actual Salary = £19,219 - £20,808

If you are committed to enriching and improving the lives of young people with Special Educational Needs and Disabilities, would like to join a team which delivers an exciting and diverse curriculum, and if you want to work in a vibrant and dynamic Special Academy, we want to hear from you!

At Orion, students are taught through a differentiated and bespoke curriculum designed to enhance their personal development through the lens of our six characteristics: self-awareness, commitment, being resilient, being a team player, problem solving, and showing empathy.

The curriculum delivery is through a hybrid model with KS3 students using a primary model and KS4 students having several teachers. The academy provides support for the social, emotional and mental health needs of the students through a qualified and skilled Community Learning Team. This team underpins the pastoral support and wellbeing of our students.

Orion Academy is at an exciting stage of its development where we are looking to develop our curriculum and offer to be innovative and driven by the future needs of our society so that our neurodiverse community thrive in their communities and employment.

Teaching and support staff actively inform the development of the school, and collectively we identify the best ways of working through our developing professional learning community.

Our unique features include:

- Curriculum innovation and design for the future
- Individual learning pathways which teach the way our students learn and moves away from 'one-size fits all' approach
- An ethos of restorative approaches, mutual respect and social responsibility which creates an inclusive and nurturing community.
- A flexible, innovative student-centred approach, which supports not only excellent teaching and learning, but also the emotional and mental wellbeing of students and individual needs.

Benefits of working at Orion Academy, part of The Gallery Trust

Career Progression

- Be a key member of a friendly and supportive staff team who are dedicated to achieving the best for every one of our pupils
- Participate in high quality professional development opportunities which are tailored to your needs and to your career aspirations
- Develop your career in The Gallery Trust, an expanding and successful organisation which offers opportunities for progression, secondments and collaborative working with colleagues across our schools

Financial

- Competitive salaries for teaching and support staff based on School Teacher Pay and Conditions Document and the NJC Green Book
- Access to LGPS pension linked to salary life assurance
- Contribution towards glasses and eye tests for DSE use
- Salary sacrifice schemes, including cycle to work

Wellbeing

- 24/7 access to a free Employee Assistance Programme to provide confidential advice and guidance
- Excellent induction processes, and strong line management structures to promote your wellbeing at work
- A culture which is open to employee ideas and encourages open dialogue
- Regular staff surveys to gain feedback on wellbeing and to drive improvements
- The opportunity to join colleagues for social events
- Family friendly policies, which promote your wellbeing
- The opportunity to work in a new, purpose-built school building, which offers an exciting environment in which to teach and learn, located just a short drive from Oxford's ring road
- Free car parking and cycle storage
- On-site catering

Application process

To apply for this post please submit an application form via the MyNewTerm portal.

The deadline for applications is **31st May 2026** Interviews are provisionally scheduled to take place on **Thursday 4th June 2026**.

Please ensure you detail any gaps in employment and use the selection criteria which is contained in the job pack when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria.

We are committed to ensuring that everyone feels welcome, respected, and supported throughout our recruitment process. If you have a disability, are neurodivergent, or have any additional needs that may require adjustments at any stage of your application or interview, please let us know via recruitment@orionacademy.co.uk

Visits to the academy are encouraged. Please contact Jessie Shakespeare or Hannah Shuker at Orion Academy, to arrange an informal visit and conversation. We look forward to hearing from you.

We do not accept CVs. If you are shortlisted, we will take up written references before your interview so please provide permission for this and provide accurate phone and email contact details for your referees. One of your referees must be your current or last employer, and if you are employed in a school, must include your current Head Teacher. If you have previously worked in a school, your referees must include your most recent Head Teacher

Orion Academy is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. The successful candidate will be subject to an Enhanced DBS check, Occupational Health check and a probationary period of 6 months. The Orion Academy is an equal opportunities employer and we welcome applications from a range of ethnic backgrounds to represent diversity in line with our school community.

The Gallery Trust is a Special Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. We strive to provide the best possible specialist learning experience for all pupils.

Our Strategic Aims

- **Places where innovation drives learning** – our schools have a clear purpose, they educate the whole child and prepare them for adulthood. Everything we do, from our curriculum offer to our pastoral care, is meaningful and driven by the needs of learners.
- **Places where relationships drive engagement and achievement** – our schools are built around exceptional relationships. We provide excellent experiences, growth, and opportunities for pupils and staff, and specialist working environments and resources.
- **Places which provide exceptional knowledge and support** – our schools are supported by a skilled and experienced central team which provides high quality school improvement and central support services.
- **Places which inspire and influence** – our schools are committed to collaborating with our local and national partners and communities to ensure that children and young people with SEND receive the education and opportunities they deserve.

As we enter the next phase of our development and build on our many successes, we want to embrace future challenges and opportunities. The Trust is on a continuing journey of expansion, growing from a Multi Academy Trust based on a single academy in 2013, to its position as the largest Special Trust in Oxfordshire. There are currently seven special academies in the Trust located throughout Oxfordshire, with a further academy scheduled to open in the next academic year. The Trust's vision is to continue to expand over the next five years, supporting a community of converter academies, free schools and sponsored academies, whilst providing outreach and other opportunities. All academies collaborate to share SEND expertise and best practice, and work in partnership with peers who are committed to common aims and goals.

The Board of Trustees believes that by providing the support of highly experienced and specialised school improvement and business teams, school leaders are empowered to focus on the standards of teaching and learning, and in meeting the operational and strategic demands of running their schools.

Examinations Officer Job Description

Responsible to: Co-Head Teacher

Introduction

This job description describes in general terms the normal duties which the postholder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Co-Headteachers or other Senior Manager if appropriate. They will be mindful of her/his duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

The job description will be reviewed at least annually and any changes will be subject to consultation. The academy's grievance procedure will be used to resolve any disagreement arising out of the job description. Other relevant policies may be the Stress at work policy and Dignity at work policy.

Job Purpose

The overall responsibility of the Examinations Officer is to provide an efficient and effective service to the whole-school through ensuring the effective management of external and internal examinations. This role will cover, Functional Skills, Entry Level, BTEC and GCSE Exams, and will involve effective and high-quality administration across multiple exam boards.

Key Responsibilities:

- To act as the main point of contact with all Examination Boards, keeping leaders and teachers informed of specification changes, training events, grade boundaries and deadlines
- To co-ordinate and manage all exams and data related communications with internal and external organisations
- To be responsible for policy development as required by exam boards in areas relevant to this job and develop and maintain standard operating procedures where necessary in order to ensure succession planning.
- To co-ordinate the appropriate use of examination invigilators, both internally and externally, and ensure all invigilators are deployed appropriately to support examinations across the school.
- To be responsible for the recruitment and training of invigilators

- To manage the timely collation and processing of all exams information (for example, estimated grades, entries and related documentation) required by Examination Boards, including the liaising with alternative education providers as required
- To ensure and maintain responsibility for the strict security management of examinations papers and controlled assessment
- To prepare and communicate an invigilation timetable and emergency cover timetable to ensure that sufficient staff are available for examinations
- To organise examination results days and attend on the days to manage results download, distribution and deal with any queries.

Examinations: Preparation:

- Establish an effective system to ensure that all curriculum leaders are aware of the timescales and provide the relevant information by set internal deadlines
- Electronically submit entries to the relevant examination boards, adhering to deadlines
- Liaise with the SENDCo to ensure that all access arrangements are carried out appropriately and maintain accurate records of students who are entitled to modified arrangements.
- Be responsible for ordering any additional modified papers for students with specific requirements
- Produce examination timetables for candidates and relevant staff with the school

Examinations: Administration:

- Oversee the duties of the examination invigilators including timetabling, training and assignment of staff to examinations.
- Produce a signing out sheet in respect of examination papers and key information. Ensure papers are accurately released to exam invigilators, in accordance with examination board regulations
- Produce a script and set of protocols to ensure that all examinations are started in the same way and in line with regulations.
- Ensure examination notices are correctly displayed in all locations where examinations are taking place
- Ensure that the examination rooms meet the required standards as required by the exam board guidelines for all examinations
- Ensure that the examination log book is kept up to date in reception in line with exam board requirements.
- Ensure that special considerations are applied where necessary adhering to guidelines.
- Ensure that all completed papers and registers are securely collected by the designated courier

Examinations: Post-Examination:

- Prepare for the downloading of examination results on the designated days.
- Devise an effective system for the organisation of any remark or script queries and ensure that these are carried out in a timely manner.
- Ensure that the examination certificates arrive and organise their effective distribution.
- Attend school on the relevant preparation and results days and be available during holiday periods to answer any queries by the examination boards

Wider Responsibilities Relating to Whole Academy Issues and Procedures

- Working for the positive development of the academy, in line with the Raising Achievement Plan
- Attending staff meetings and specific training

Links with Local Authority and The Wider Community

- Working co-operatively with the Governing Body and Trustees
- Liaising and co-ordinating with external agencies and other professionals

Other Responsibilities

In addition to the duties outlined, you may be responsible for the following:

- To undertake tasks and duties as requested by the Co-Headteacher (s)

General Responsibilities

- To take appropriate responsibility for one's own health, safety and welfare and the health, safety and welfare of pupils, visitors and work colleagues in accordance with the requirements of legislations and local-adopted policies; including taking responsibility for raising any concerns with an appropriate manager and for reporting accidents and incidents appropriately
- To carry out other duties as may be reasonably assigned by the Co-Head Teachers
- To be aware of and support difference, and ensure equal opportunities for all
- To be aware of and comply with the school's policies and procedures

Selection Criteria Examinations Officer

	Essential	Desirable
Professional Qualifications	<ul style="list-style-type: none"> ● Level 2 qualification in English and Mathematics (Grade C/4 or equivalent). 	<ul style="list-style-type: none"> ● Educated to Degree level or holds a relevant professional qualification.
Experience	<ul style="list-style-type: none"> ● Experience in implementing or managing recording and reporting systems. ● Ability to accurately input, manage, and retrieve data from complex databases. ● Proven experience in a structured administrative role. ● Exceptional verbal and written communication skills. ● High attention to detail and a commitment to data integrity and accuracy. 	<ul style="list-style-type: none"> ● Previous experience in a similar role within an educational setting. ● Strong understanding of the UK secondary education system and exam cycles.
Professional Knowledge & Skills	<ul style="list-style-type: none"> ● Highly organised. ● A collaborative team player who is adaptable to changing priorities and willing to support the wider school community. ● Exceptional attention to detail and accuracy. ● Respect for pupils' social, cultural, linguistic, religious and ethnic backgrounds, with an understanding of how these may affect their learning. 	<ul style="list-style-type: none"> ● Having organised, managed and successfully carried out examinations within an educational setting.
Personal Skills and Qualities	<ul style="list-style-type: none"> ● Strong commitment to raising standards ● High expectations of self and others ● Ability to establish and maintain positive relationships, including with parents ● Ability to remain positive and enthusiastic, including when under pressure ● Ability to work flexibly and adapt according to the situation ● Highly effective communication skills ● Effective computing skills 	

Your application should clearly demonstrate how well you meet the above key criteria.

Aims

At Orion Academy we believe our children and young people are unique individuals and as such we have designed our school curriculum with their learning and Social, Emotional and Mental Health needs at the heart of all we do.

Our nurturing approach seeks to extend our work out into the community; actively supporting, listening and engaging with our families and carers to deliver the best possible environment for our children and young people, thus enabling them to learn effectively, become active and responsible citizens who are well prepared for life after school.

We are committed to delivering this through:-

Our **nurturing approach** that will provide an environment to thrive –

- Where every child or young person is treated as an individual in a safe and nurturing environment that understands that all students can achieve but will require differentiated approaches based on their individual needs.
- With a school-wide family ethos demonstrating our values of empathy, acceptance and mutual respect, so each member of the school community feels valued and supported.

Our focus on **personal development** is designed to –

- Enable our children and young people to become more socially aware and of their responsibilities with a focus on trust and choice.
- Ensure we support our children and young people to make better decisions, coach them how to regulate frustrations, and reflect on their experiences through our restorative practices.
- Help our children and young people to make sense of the changing world and of the importance of diversity and equality of opportunity.
- Enable them to make informed choices and develop the confidence to be successful in their adult lives through our embedded personal, social and health education programme.

Our focus on **celebration and recognition of success** is designed to –

- Encourage and celebrate each student's talents, skills and attributes.
- Develop the confidence and self-belief of the individual – a culture of 'I can' or 'I can't... yet' is ingrained across our school.
- Provide opportunities for our children and young people to be successful and support them in both developing and promoting their individual resilience as well as celebrating the achievements of others.

Our **ambitious curriculum** offer that is designed to –

- Create the capacity to learn and enjoy learning by broadening our students' horizons and extending learning beyond the classroom.
- Use real-world examples and first-hand experience; develop curiosity and a desire to challenge their understanding and deepen learning.
- Prepare our children and young people for their future through our broad and balanced curriculum, providing them with knowledge, core literacy and numeracy skills and experiences as well as a range of qualification pathways.
- Embed key learning and understanding through careful and thoughtful revisiting and reinforcing, whilst increasing student independence.

Our **personalised provision** that –

- Is responsive to the needs of each student but is uncompromising in expectation. We will be relentless in our support for our children and young people to achieve beyond their expectations.
- Understands that whilst a student's needs are recognized and met, they are not confined by them; we do not define a future based on a child or young person's past and we are unapologetic in our approach in wanting our students to continue to push the boundaries of their potential.

Our commitment to **working in partnerships with our parents and carers** which demonstrates that –

- We believe our children and young people will achieve their best when families and our school work together in a partnership.
- Effective working relationships are characterized by open and honest communication in order to achieve the best possible outcomes.

Our **specialist and expert workforce** who –

- Are passionate and committed to working in special education and will know each student as an individual, recognising their unique talents, skills and interests.
- Have developed strong and positive relationships with our children and young people in order to support them effectively.
- Have expertise, specialist knowledge and an understanding of a child or young person's needs that embraces the most recent and evidence-based research will result in the best possible outcomes for students
- Are committed to working with therapeutic specialists and external agencies to enhance our provision for our students and their families.
- Support children and young people to recognise and value their own learning journey.

April 2026