



LEIGH  
Academies Trust

# Job Pack

Exams Manager  
Leigh Academy Rainham

# Introduction

**Thank you for your interest in joining Leigh Academies Trust. This recruitment pack is designed to give you a deeper understanding of who we are, what we stand for, and what you can expect as a valued member of our team.**

Inside, you'll find key details about our Trust, the academy where the role is based, and the position itself. We've also included insights into our culture, values, and the many benefits of working with us. Whether you're an experienced educator or just beginning your journey in education, we hope this pack helps you see how your goals align with ours.

We're excited to learn more about you and we hope this pack helps you decide if this is the right opportunity for your next career step.

For further information and support on our hiring processes, please view our [Careers Page](#).

**For any questions? Contact us on:**  
**joinus@latrust.org.uk | 01634 412 263**



# Welcome from our CEO



Leigh Academies Trust (LAT) is one of the largest and most successful school groups in England. Starting in 2008 in Dartford, the Trust is now responsible for 33 academies of all types, educating over 24,000 pupils, employing almost 4,000 talented staff and with access to an annual income of over £250m. Our Ofsted track record is impressive. Currently, 56% of our academies are considered to be “Outstanding” whilst inspected as part of the Trust.

LAT has remained local with all of its academies located in the South East (Kent, Medway, Bexley and Greenwich), within a one hour drive across the South Thames Corridor. This helps us to share resources and expertise much more easily and offer abundant training and progression opportunities to staff. We invest heavily in our workforce and enjoy strong retention across all job roles. The Trust has embedded various advantages which mean that LAT is an excellent place to develop a career in education. This includes being a highly inclusive employer which celebrates the diversity of its workforce.

Our scale and experience means we have been able to develop several well-chosen approaches to running schools which we know work well. These include:

- A small school approach to education where larger academies are organised into colleges. This ensures high quality pastoral care for pupils.
- A world class digital strategy where all staff and pupils have their own device making teaching, learning and operations efficient and highly impactful.
- Disruption free learning and a “warm strict” approach to behaviour management so that teachers can teach and pupils can learn.
- An all-through International Baccalaureate curriculum equivalent in quality to some of the best fee-paying schools and grammar schools in the UK and further afield.

In addition, The Leigh Institute - which is part of LAT - is responsible for Kent and Medway Training, one of the region’s biggest initial teacher training organisations, a large teaching school hub called Thames Gateway and an accredited apprenticeship provider. This powerful organisation trains, develops and supports 1,000s of teachers, support staff and leadership teams across the region each year. Our future plans are found in our [Vision 2030](#), available on our website.

Simon Beamish, BA (Hons) MSc PGCE NPQH NLE  
**CHIEF EXECUTIVE**



# Our Benefits

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At Leigh Academies Trust, we believe that our people are our greatest asset. That's why we offer a comprehensive and competitive benefits package designed to support your wellbeing, reward your contribution, and help you thrive both professionally and personally.

From continuous professional development and career progression opportunities to flexible working arrangements, health and wellbeing support, and exclusive staff discounts - you'll find that working with us is about more than just a job.

Explore our full range of benefits here: [latcareers.org.uk/benefits](https://latcareers.org.uk/benefits)

## Our Mission: *Education for a better world*

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At Leigh Academies Trust, our vision is to transform lives through education. We strive to ensure that every young person - regardless of background - has access to an outstanding education and the opportunity to thrive in an ever-changing world.

We are guided by four core values that shape everything we do:

- **We care** – about our pupils and their families through our human scale approach to education, our staff and their well-being and the world around us, driven by our high ideals and strong moral values.
- **We have boundless ambition** – to achieve excellence for all and create confident young adults with high levels of resilience and integrity.
- **We work together** – as one team because we are greater than the sum of our parts. We foster an enterprising culture through global collaboration with partners in business and education.
- **We keep getting better** – using our 'can-do' attitude and research informed approach to continuous improvement and innovation.

This shared vision unites our academies and teams, creating a strong, collaborative environment where staff and students can flourish.



# Job Description



**Job Title:** Exams Manager

**Reports to:** Head of College (Vice Principal)

**Location:** Leigh Academy Rainham

## Main purpose of role

The Exams Manager strategically leads and manages the academy's examinations function, ensuring the effective and compliant delivery of all external and internal examinations. This includes the comprehensive management of staff involved in the examinations process, the proactive development and meticulous implementation of examinations policies and procedures, and the insightful analysis of examination data to inform and drive academy improvement initiatives. This role is vital in maintaining the credibility of academic assessments and contributing to the overall success of our students.

## Main duties

### *Strategic Leadership and Management*

- Provide visionary leadership and clear direction for the academy's examinations function, ensuring unwavering alignment with academy policies and Joint Council for Qualifications (JCQ) regulations.
- Develop, implement, and meticulously maintain robust examinations policies and procedures, guaranteeing full compliance and championing best practice across all stages of the examination lifecycle.
- Lead and supervise the dedicated team of Examinations Officer(s) and other integral staff involved in the examinations process, encompassing thoughtful allocation of duties, comprehensive training, and constructive performance management to foster a high-performing team.
- Strategically oversee the recruitment, in-depth training, and optimal deployment of invigilators, ensuring consistently adequate staffing for all examinations and maintaining the highest standards of conduct.
- Proactively manage the examinations budget, including precise forecasting of examination fees and the efficient, effective allocation of resources to support all examination activities.
- Cultivate and maintain strong, collaborative relationships with examination boards, the Senior Leadership Team, and other key stakeholders, fostering open communication and seamless cooperation.

### *Operational Management of Examinations*

- Oversee the intricate organisation and precise administration of all external and internal examinations, ensuring every stage, from entries and timetabling to rooming, invigilation, dispatch, and secure storage of materials, is completed with accuracy and efficiency.



- Masterfully manage the process of examination entries, ensuring absolute accuracy and strict adherence to deadlines, leveraging electronic data interchange where possible, and maintaining secure backup systems for all critical information.
- Oversee the comprehensive production of examination timetables for students, staff, and parents, proactively resolving any timetable clashes in collaborative consultation with the Senior Leadership Team (SLT).
- Guarantee the secure storage and meticulous handling of all examination materials, rigorously adhering to examination board regulations and steadfastly maintaining the absolute integrity of the examination process at all times.
- Skillfully manage the application process for access arrangements for students with Special Educational Needs (SEN), acting as a crucial liaison with the SEN Department to ensure appropriate and effective support is consistently provided.

### ***Results and Reporting***

- Expertly manage the downloading, precise processing, and timely dissemination of all examination results, ensuring accuracy and prompt distribution to both students and staff.
- Oversee the meticulous production of student results statements and the comprehensive arrangements for Results Days, providing clear guidance and support to students and addressing any queries or appeals.
- Efficiently manage the process of examination appeals and the return of examination papers, ensuring scrupulous compliance with all examination board procedures.
- Insightfully analyse examination data to identify emerging trends, significant patterns, and key areas for improvement, producing comprehensive reports for the Senior Leadership Team and other vital stakeholders to inform strategic decisions.
- Develop and present an insightful annual report on the efficacy of examination arrangements, providing clear, actionable recommendations for future development and practice to continuously enhance the examination function.

### ***Quality Assurance and Development***

- Continuously review the qualifications offered by the academy, ensuring they precisely meet the evolving needs of students and align seamlessly with the curriculum's strategic direction.
- Stay meticulously up-to-date with all changes in examination regulations and best practices, and effectively disseminate this critical information to all relevant staff, ensuring everyone is informed and compliant.
- Proactively identify and strategically implement improvements to examination processes and systems, consistently enhancing both efficiency and overall effectiveness.
- Deliver comprehensive and engaging training to relevant staff on examination procedures, systems, and regulations, empowering them with the knowledge and skills needed to excel.

### **General Responsibilities**

- Embrace and champion the academy's vision and values, fostering a positive, inclusive, and supportive environment for all students and staff within the examination context.



- Ensure equitable access and opportunities for all students and staff in every aspect of the examinations process, promoting fairness and inclusivity.
- Work collaboratively and effectively with colleagues across the academy and within the wider Leigh Academies Trust, sharing best practices and contributing to collective success.
- Undertake any other duties as reasonably directed by the Principal or Senior Leadership Team, demonstrating flexibility and a commitment to the academy's needs.

### Safeguarding of students and Duty of Care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

### Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Academies Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.



# Person Specification



As a Trust we seek to recruit talented individuals who can not only help to build the success of our academies but also people who are engaging and passionate about everything they do.

For the role of Exams Manager, we would expect candidates to demonstrate:

## Education & Qualifications

### *Essential*

- Educated to GCSE level standard or equivalent (English and Maths A\*-C grade or equivalent)

### *Desirable*

- Additional qualification in examination administration or a related field
- Relevant professional certifications (e.g., from JCQ or other examination bodies)
- Evidence of continuous professional development related to examination management

## Knowledge & Understanding

### *Essential*

- Thorough working knowledge of examination procedures and regulations
- Comprehensive understanding of the Joint Council for Qualifications (JCQ) policies and guidelines
- Understanding of the needs of students with Special Educational Needs (SEN) and access arrangements
- Familiarity with data protection regulations (GDPR) and their application in the context of examinations

### *Desirable*

- Knowledge of relevant software and MIS systems used in examination management
- Understanding of data analysis and reporting techniques
- Knowledge of quality assurance processes in relation to examinations
- Understanding of the broader educational assessment landscape

## Experience

### *Essential*

- Significant experience of administrative work, including data entry, record-keeping, and the management of confidential information
- Proven experience of producing and managing complex timetables
- Experience of communicating effectively with a wide range of stakeholders, including staff, students, parents, and external organisations
- Experience of using Google Suite

### *Desirable*

- Substantial experience in an examination role within an educational setting
- Experience of managing and training invigilators
- Experience of analysing data and producing detailed reports
- Experience of managing budgets and resources
- Experience of leading and implementing changes to systems and processes





## Skills & Abilities

### *Essential*

- Exceptional organisational and time management skills, with the ability to prioritise tasks, manage multiple projects, and meet deadlines in a fast-paced environment
- Meticulous attention to detail and a high degree of accuracy in all work
- Strong communication (written and verbal) and interpersonal skills, with the ability to convey complex information clearly and concisely to diverse audiences
- Ability to work calmly and effectively under pressure, particularly during peak examination periods
- Ability to maintain strict confidentiality and handle sensitive information with discretion and professionalism
- Ability to work both independently and collaboratively as part of a team, fostering a positive and supportive working environment
- Proactive approach to problem-solving, with the ability to identify issues, develop solutions, and implement improvements
- Commitment to ensuring equal access and opportunities for all students, with a focus on providing a fair and equitable examination experience
- Excellent IT skills, including proficiency in the use of relevant software and databases

### *Desirable*

- Ability to train and support other staff in examination procedures and best practices
- Skill in conflict resolution and mediation
- Ability to develop and deliver training to staff and students
- Familiarity with data visualisation tools and techniques
- Ability to contribute to strategic planning and decision-making.



# Apply

We're delighted that you're considering joining Leigh Academies Trust. To apply for this opportunity, please submit your online application via the job advert on our [current vacancies page](#).

We recommend taking the time to review the job description and person specification in order to also tailor your application to show how your skills and experience align with the role.

You'll need to have the following ready when applying:

- Personal details/contact information
- An up-to-date CV and/or personal statement
- Employment and education history
- Contact details for a minimum of 2 references

## Join our Talent Network

If this is not quite the right opportunity for you, but you would like to stay in touch, you can join one of our Talent Networks today by [clicking here](#).

A member of the Recruitment Team will be in touch to help find the right role for you!

