



LEIGH
Academies Trust

Job Pack

Exams & Local Data Officer
Leigh Academy Snowfields

Introduction

Thank you for your interest in joining Leigh Academies Trust. This job 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

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

Our Mission: *Education for a better world*

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 & Local Data Officer

Reports to: Office Manager

Location: Leigh Academy Snowfields

Leigh Academies Trust is a highly successful multi-academy trust. Our model of education enables students to reach their full potential, transforming their lives and ultimately the communities in which they live.

Main purpose of role:

To ensure the efficient, secure, and compliant administration of all internal and external examinations, acting as the school's definitive expert and strategic lead on all examination board regulations and processes (including SEN provision), thereby guaranteeing the integrity of student assessments and outcomes. To manage and execute every stage of the school's examination process, from initial entries, secure paper management, logistical planning (timetabling, rooming, invigilation), through to post-results services and certification, ensuring a meticulous and effective delivery that meets the needs of students and regulatory bodies.

Key Responsibilities:

Preparations for Exams: Entries

- To work with Head of Departments (HoDs) in respect to collecting and checking entry information
- To complete appropriate documentation form SEN students entries
- To enter examination enquiries into Bromcom Exams Module
- To print and distribute checklists for HoDs/Students
- To send entries and other information, via the Electronic Data Interchange (EDI), to examination boards
- To collect coursework/estimated grades from HoDs and send them to the examination boards
- Print and distribute lists for entry requirements for departments
- Print and distribute check lists of entries made to departments and all students entered for checking
- Receive entry statements; circulate to students for checking
- Make amendments to entries as required by the EDI

Liaison with Exam Boards and Exam Information

- To deal with other communications between the school and examination boards
- To manage the receiving and storing of examination stationary/ examination papers
- Deal with enquiries from the exam boards as they arise
- Receive inspections from exam boards and draw up action plans where necessary



- Deal with any post exam queries that may arise from the exam boards or examiners

Administration of Examinations

- To manage the examination sessions with the preparation and collection of papers/materials and emergencies
- To maintain and develop expertise in the Bromcom Exam Module and EDI
- To train the emergency cover Exams Officer in case of absence
- To apply to exam boards for access arrangements for AEN students and liaise with AEN Department with regard to number of TA's needed for each exam
- Deal with any requests for Special Consideration (e.g. bereavement or sickness)
- To manage the preparation and display of seating plans and examination information
- Make arrangements for external candidates, hospitalised candidates etc
- Allocate rooms for each exam
- Receive exam papers from exam boards; check, order and secure them
- Produce and circulate detailed timetables for students including resolution of clashes and room/seat numbers
- Produce and circulate SEN exam timetables
- Make applications for SEN requirements
- Display complete timetable of exams for staff
- Inform premises manager, senior management, caretakers and kitchen of arrangements
- Organise with senior leadership/ HoDs to give exam briefings to students
- Organise and timetable oral and practical exams in consultation with departments
- Display warning notices to candidates including silence signs
- Organise and display room changes for all students and staff
- Set out desks and other items needed in exam rooms and check at the start of each session
- Prepare exam papers, other materials and documentation the day before each exam
- Take papers etc to exam rooms and be present at the start of exams to check all is in order
- Phone absentees and make any special arrangements necessary
- Be on call during examinations to deal with problems or emergencies
- Arrange for carriers to visit the school at appropriate times to collect the scripts
- Collect scripts etc from exam rooms at the end of each exam
- Complete and check documentation; check and order scripts
- Parcel scripts up and arrange dispatch
- To administer and oversee university entrance examinations including BMAT, UKNAT, STEP etc

Invigilation

- To oversee a team of invigilators and organise their schedules and timetables as appropriate
- Recruit external invigilators as needed
- Provide training for new invigilators
- Check and process invigilators' time sheets
- Produce invigilation timetable using external invigilators and Teaching Assistants

Post Examination Administration

- To organise the issuing of results and manage the post results service



- Assist the downloading of results by EDI the day before results day for each exam
- Deal with individual and departmental enquiries
- Process requests for copies of scripts and script returns; distribute to candidates or departments when these arrive
- Inform Line Manager, students and relevant staff of outcomes of re-marks, enquiries etc
- Receive returned coursework and return to departments as appropriate
- Ensure that certificates are correct and returned to boards if grades are changed
- Prepare certificates for certification evenings/presentations

Local Data

- Liaise with the Trust to ensure all data is securely stored, conducting regular data audits, monitoring who is in the school and has access to personal data
- Advising when data protection impact assessments are needed
- Develop an in-depth understanding of the academy's processing operations, information systems, data security processes and needs, and administrative rules and procedures
- Monitor the academy's compliance with data protection law and ensure the academy's policies are followed
- Be the first point of contact for any GDPR queries and SAR requests

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 & Local Data Officer, we would expect candidates to demonstrate:

Essential

- Commitment to the well-being of all pupils, with up-to-date knowledge of and adherence to statutory safeguarding procedures and regulations.

Desirable

- Experience working with children within a secondary setting
- Experience working with children with special educational needs (SEN) in a primary school setting
- Have training in aspects of SEN i.e. Dyslexia
- Knowledge and understanding of the different social, cultural and physical needs of pupils
- Appropriate role models of behaviour both in the classroom and around the academy
- Care for children, particularly those who find learning and managing their behaviour challenging
- Work effectively with colleagues and other adults within the wider community
- Excellent time keeping
- An understanding of and a commitment to maintaining the appropriate standards of confidentiality/security of examination materials
- Ability to inspire and motivate students
- Excellent interpersonal and communication skills
- Creative and innovative skills in finding new solutions
- Passion for own continuous personal improvement
- Effective organisational skills
- excellent personal ICT skills

The post holder will also be expected to undertake any other tasks as reasonably required by the Principal or Governors to ensure the efficient and effective operation of the academy.

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!

