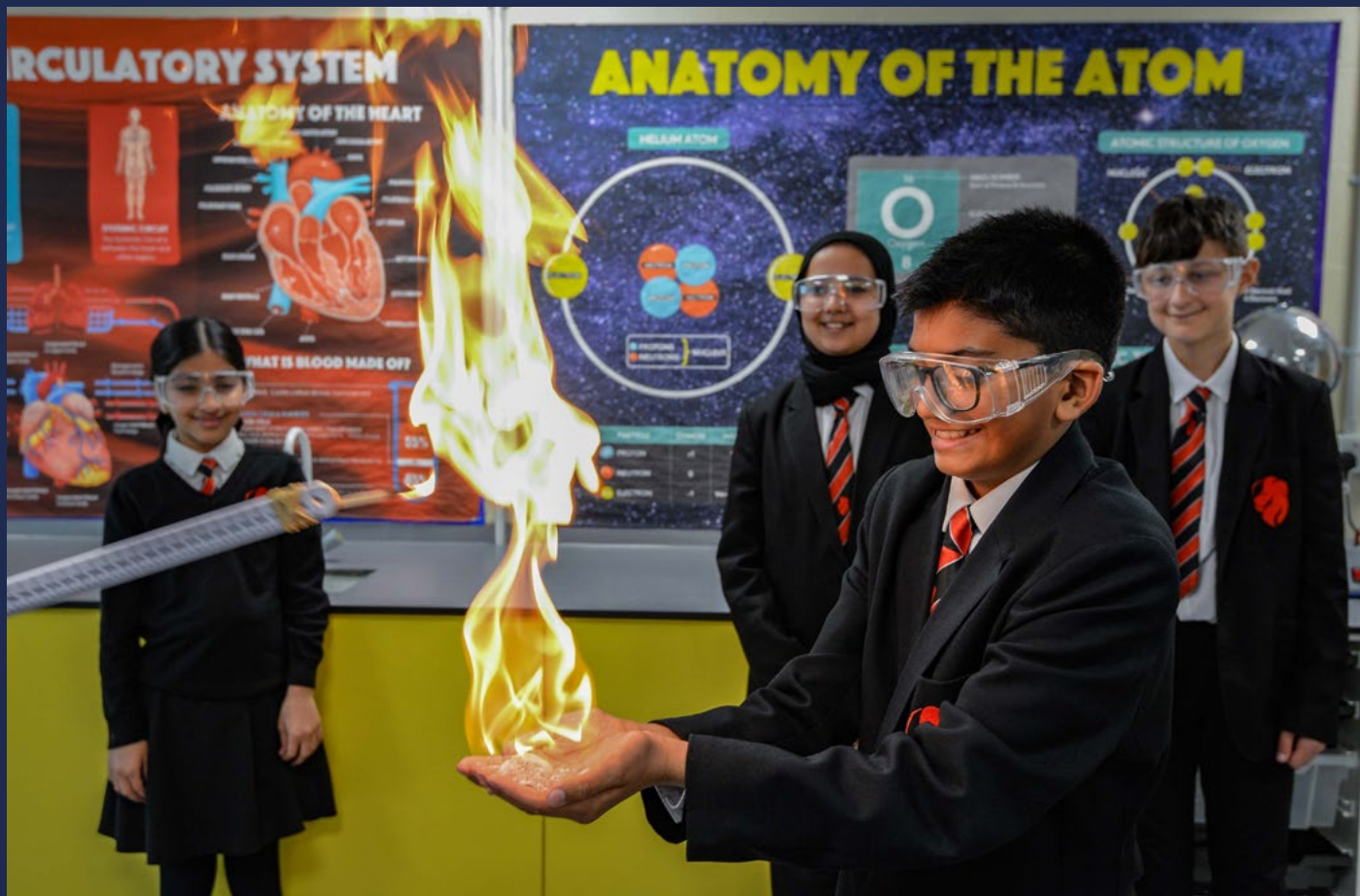




Recruitment Pack

2026-2027



Recruitment Pack

Exams Manager

Application Process & Key Dates:

Interested colleagues should complete an application form and submit, with a letter of application to outline how your experiences to date align with a trivium philosophy of education.

Deadline for application: WEDNESDAY 2ND SEPTEMBER 2026 at 8.00am

Shortlisting: WEDNESDAY 2ND SEPTEMBER 2026

Interview dates: WEDNESDAY 9TH SEPTEMBER 2026

Please send completed applications by email to Miss M Johns, HR & Cover Manager at:
HR@ladybridgehigh.co.uk

Introduction to Ladybridge

Ladybridge High School is a local authority controlled state school two miles to the west of Bolton town centre. The school is at the heart of an incredibly diverse local community. Our learners have a broad range of academic starting points, socio-economic circumstances and ethnic backgrounds. Over 70 different languages are spoken by our learners and our families originate from over 35 different countries. Around 30% of our learners live in some of the most disadvantaged postcodes in the UK and around 30% live in the most affluent. It would be difficult to find a more comprehensive intake of young people. We celebrate our diversity and see the comprehensive nature of our school as a real strength.

Benefits of working at Ladybridge

Part of our distinctive ethos relates to how we treat staff and the culture this promotes. We aspire to be a true learning community, which we believe is best achieved through eradicating the fear of making mistakes. Taking calculated risks, reflecting on what we learn from this and working as a team are fundamental to our culture. Most of our energy as leaders goes into providing the best possible professional learning for staff and investing in the health and effectiveness of our relationships across the school. Openness, honesty and compassion are highly valued at Ladybridge, these qualities must be modelled at all times by our leaders.

Teaching staff at Ladybridge typically have a minimum of 20% Planning Preparation and Assessment (PPA) time, significantly above the national expectation of 10%. All teaching staff have a 'flexi afternoon' each fortnight, where they are free to leave the school site at the start of lunchtime. We do not expect teachers to work on their flexi afternoons. The vast majority of our associate staff also have varying degrees of flexible working. All our teaching staff, and many of our associate staff, are allocated an iPad, which helps us in a variety of ways, including ensuring data on achievement and

behaviour are as live and accurate as possible. We use a 'study hall' approach to cover absent staff, which we very rarely use supply teachers or ask teachers to cover absent colleagues.

Staff wellbeing is prioritised at Ladybridge. Our swimming pool, leisure centre and 3G pitches enable us to offer staff swim sessions and free access to the gym and other sports facilities. Other staff wellbeing activities include football, badminton and tennis. The school farm also provides an enriching and nourishing environment for both staff and learners. The school also offers free Mindfulness and Cognitive Behaviour Therapy (CBT) sessions and courses for staff. In addition, staff are also offered the opportunity to access coaching sessions with an external professional at various points throughout the year.

Staff have access to 'Vivup', which is an employee benefits programme, consisting of many schemes and money saving initiatives designed to support mental, physical and financial wellbeing. Staff can also access the Employee Assistance Programme, which provides a confidential support helpline 24 hours a day 7 days a week, 365 days a year for any emotional, personal or work-related issues. The Lifestyle Savings section has access to a range of instant savings and discounts for shopping, days out, restaurants and much more. There is also a Cycle to Work Scheme and a Health & Wellbeing section with links to various self-help workbooks, podcasts and advice.

Another attraction to Ladybridge is our emphasis on sustainability. The school has benefitted from a [£1.4 million decarbonisation grant](#) to fund the installation of air source heat pumps and solar panels. This also helps to 'future proof' the school as fuel costs rise. The environmental group within our learner Leadership Academy work with the staff to reduce our impact on the environment and to increase the biodiversity across the school site.

As beneficial as the points above are, perhaps the most significant aspect of working at Ladybridge is how staff are given the freedom to think, be creative and influence the development and improvement of the school. Staff autonomy, agency and creativity are valued at Ladybridge, within a structure of simple, consistent and effective systems and routines.

The Ladybridge Trivium

Ladybridge has a unique ethos and a 'Trivium' educational philosophy. More information on the Trivium can be found on our website [here](#).

The Ladybridge Trivium balances traditional and progressive educational approaches and prepares our learners for both the examinations they face at the end of Year 11 and the qualities needed to thrive and be successful throughout their lives. We seek to provide real world, authentic learning experiences that mirror complex challenges young people may face in the workplace in the future. A simple summary of the Trivium is given below:



1. **KNOWLEDGE** – Learn something new from an expert, this includes experts beyond school.
2. **EXPLORATION** – Debate, discuss, form your own ideas and gain authentic, real world experiences.
3. **COMMUNICATION** – Communicate your ideas to others, and perform publicly, in different ways to a variety of audiences.

The Trivium includes 'Everyday Trivium' approaches and 'Project Trivium' approaches, such as our [Bolton - Rewind Regenerate](#) project from last academic year. We are beginning to track our journey towards the vision of the Ladybridge Trivium on our blog, which can be found [here](#).

WISDOM Qualities

We believe that young people who are kind, respectful, committed, curious and resilient, with the ability to work effectively with others in a team, are likely to thrive at school and beyond. These six 'WISDOM qualities' are promoted, recognised and valued highly at Ladybridge. The development of these qualities, along with academic knowledge, aligns with our mission to prepare young people for their future lives and to develop good citizens.

Investing in relationships and professional learning

The health and quality of relationships ultimately determines the success of the school and how it feels to work and learn here. The school provides training for all staff in Educational Transactional Analysis, which involves the study of relationships and human interactions within an educational context. All new staff complete the introductory certificate in Transactional Analysis (TA101) with Giles Barrow, an internationally renowned TA trainer, coach and expert in the educational implications of TA theory.

We are committed to providing the very best training and professional learning for our staff.

Early Careers Teachers

The provision for Early Careers Teachers at Ladybridge High School is supportive and nurturing, fostering a culture of growth and professional excellence. We recognise and value the role of ECTs and, as such, you will have access to a comprehensive and individualised programme of mentorship and



professional development designed to help you flourish and develop into a confident, capable classroom practitioner.

We model our programme on nationally recognised models of best practice, and work with STAR Teaching Schools and the National Institute of Teaching to deliver the Early Careers Framework, giving you access to the latest educational research, leading experts, and regular opportunities to collaborate with other ECTs. We also work with several local

Initial Teacher Training providers, so whatever route you have taken during training, we have a good understanding of your starting point and prior experiences and how to help ensure you achieve your career goals!

All of our ECT mentors are trained in effective mentorship and coaching, and we are proud of the fact that they are all enthusiastic, committed and passionate about their role. In addition to a Subject Mentor, your ECT team will include a Professional Mentor who will meet with you regularly to provide you with wider training, networking opportunities, and wellbeing support. You will have regular meetings and feedback with your Mentors to guide and inform your teaching practice and progression.

Beyond your ECT induction, there are a wealth of CPD opportunities to further grow and develop at Ladybridge, and many of our ECTs quickly move into positions of additional responsibility and leadership roles.



NPQs at Ladybridge

As part of our commitment to Continuous Professional Learning at Ladybridge, we actively encourage our teaching staff colleagues to apply to study for National Professional Qualifications (NPQs), working with Best Practice Network and Ambition Institute.

These are a suite of DfE accredited qualifications for school leaders, and those aspiring to leadership, designed to support their professional development. Colleagues can follow specialist pathways of Leading Teaching, Leading Teacher Development, Leading Behaviour and Culture, or Leading Literacy, as well as further pathways for senior leadership and headship.

Whilst these courses are fully funded by the DfE, as a school we support by providing any lesson cover needed to allow participants to engage with the course through face to face meetings, rather than remotely, or through coaching and mentoring meetings. In addition to this, we also allocate every participant an in-school leadership coach, who will meet with their coachee a minimum of six times throughout the duration of the qualification, in addition to the course coach allocated by the provider. That way, all leaders and aspiring leaders developing themselves through the NPQs have unlimited access to face to face support, guidance and coaching.

On completion of the NPQ, colleagues are encouraged to look at what their next steps may be, whether that be embarking on an NPQ in another specialism, or looking to move on to the NPQ for Senior Leaders. Whatever their choice, at Ladybridge, we place huge value on the importance of the professional learning of all staff and will actively seek ways to support colleagues in their development.

Leadership Programme

We run our own Leadership Programme, which combines [Leadership Matters](#) materials with reflection sessions, coaching and shadowing opportunities. All staff can access this programme, regardless of role or seniority.

External Partnerships

Strong external partnerships help to support and enrich our work. We are members of the [Bolton Learning Partnership](#), which provides many opportunities for professional learning and sharing best practice locally. We are also part of a national network of schools through [Big Education](#), called the [Next Big 10](#). Many of our real world learning experiences have been made possible through working with the [Comino Foundation](#). Comino partnerships have enabled our learners to gain work experience at McCanns advertising agency, pitch ideas to ITV executives and work with partners such as the Whitworth Gallery and the Manchester University to name just a few examples.



Looking beyond the boundaries of the school gates have also led to the creation of our Learning for Life (LfL) days, where staff get to develop and share interests and passions with learners through an incredible variety of enriching, expansive and exciting learning experiences. The LfL days from last year can be seen [here](#). You can also get a flavour of what happened this year through our [Instagram](#), [Twitter](#) and [Facebook](#) pages.



Ladybridge
High School

Person Specification

Exams Manager

Job Title	Exams Manager
Grade	GRADE F SCP 17-23
Primary Purpose of the Job	Under the guidance of senior staff the post holder will be responsible for undertaking administrative and organisational processes within the school with regard to examinations.
Responsible to	Assistant Headteacher
Responsible for	Exam Invigilators
Principle Responsibilities	Provide clerical and administrative support to the school with a priority focus on co-ordinating examinations.

MAIN DUTIES

Examinations Organisation

- To support the head of centre in ensuring that examinations are conducted in accordance with the Joint Council for Qualifications (JCQ)
- Deal with complex enquiries and queries from staff, learners, parents, external agencies etc.
- Contribute to the planning, development and organisation of systems, procedures and policies in matters with a prime focus on those relating to examination support.
- Organise and plan across all examination bodies for the correct and timely input of submissions.
- To oversee the arrangements for the internal examinations for all year groups.
- Co-ordinate the physical requirements for examinations to occur in school including timetabling, rooming and seating.
- Implement access arrangements and reasonable adjustments for eligible candidates in liaison with the Special Educational Needs Coordinator (SENDCo)
- Liaise with members of staff to ensure the correct management of all exam related responsibilities.
- Deployment, training and supervision of the casual Exam Invigilators.
- Plan, prepare for and manage the restricted release of results and the distribution of the provisional results statements in accordance with JCQ regulations.
- To be responsible for the production of termly reports for parents/carers relating to the progress and attainment of all learners.
- To ensure that all data and information is processed in accordance with GDPR and data protection principles.
- To respond to and provide advice on Freedom of Information requests in line with relevant legislation.
- Undertake administrative/reception duties as and when required.

Administration & Resources

- Managing and coordinating all aspects of examination administration.
- Manage manual and computerised records and information systems.
- Complete and submit complex forms and returns including those to external agencies e.g. Examination Boards, DFE, Local Authority etc.
- Monitor and manage the examinations budget working with the Finance Team to catalogue staff utilised, resources and undertake audits as required.
- Provide guidance to staff, learners and others with regard to examinations.
- Assist with the organisation of GCSE results day and GCSE presentation evening.
- Assist with the administration for admissions, including allocating learners to classes.

Responsibilities

- Comply fully with policies and procedures relating to child protection, health, safety and security, copyright, confidentiality, GDPR and data protection and customer care reporting all concerns to the Head Teacher.
- Establish constructive relationships and communicate with other agencies and professionals.
- Recognise own strengths and areas of expertise and use these to advise and support others.

The post-holder will also be expected:

- To set a high standard of personal conduct and commitment to Customer Service.
- To dress and act at all times as an example to the learners within the school and to create a professional image.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Date Job Description prepared/updated:

February 2023

Job Description prepared by:

Gaynor Chesterfield

3. Experience/Qualifications/Training

• 5 A*-C GCSEs or equivalent in Mathematics and English.	Application Form/Interview
• Experience of working in a school office or educational establishment.	Application Form/Interview
• Experience of using Arbor or a large MIS.	Application Form/Interview
• Willingness to participate in relevant training and development opportunities.	Application Form/Interview

4. Work Related Circumstances

• High expectations of all learners; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements.	Application Form/Interview
• Ability to build and maintain successful relationships with learners, treat them consistently, with respect and consideration and demonstrate concern for their development.	Application Form/Interview
• Demonstrate and promote the positive values, attitudes and behaviour expected from the learners.	Application Form/Interview
• Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice.	Application Form/Interview
• Able to improve own practice through observations, evaluations and discussions with colleagues.	Application Form/Interview
• A flexible approach to working hours and a willingness to attend evening meetings and school events outside of normal hours and in school holiday.	Application Form/Interview

STAGE TWO

Will only be used in the event of a large number of applicants meeting the minimum essential requirements.

ADDITIONAL REQUIREMENTS

METHOD OF ASSESSMENT

1. Skills and Knowledge

• Previous experience of working in examinations administration in an educational environment.	Application Form/Interview
• Knowledge of examinations administration.	Application Form/Interview
• Previous experience of statistical returns for DFE, LA etc.	Application Form/Interview
• Advanced knowledge of Exams software including Exams Assist.	Application Form/Interview

Note to Applicants: Please try to show in your application form, how best you meet these requirements.

Date Person Specification updated: February 2023

Person Specification prepared by: Gaynor Chesterfield