



**TAME RIVER
EDUCATIONAL
TRUST**

Examinations Officer (Raising Achievement)

Mossley Hollins High School

Candidate Information Pack

**Great schools in which to learn, teach and belong.
Welcome to Tame River Educational Trust**

Dear Candidate

Thank you for your interest in the post of Examinations Officer with Tame River Educational Trust.

Tame River Educational Trust was established in 2022, with Tameside and Clarendon Sixth Form College as our sponsor. We grew from our desire to make a significant difference to the school days and life-chances of all our young people, including and especially young people who have fewer socio-economic or prior educational advantages.

Our mission is to establish great schools in which to learn, teach and belong. Schools which promote learning, develop character, value diversity and build cultural capital. By the age of 16 we aim for every student to progress to suitably challenging post-16 studies and apprenticeships.

Each of our schools is committed to academic rigour, a spirit of enquiry, talent and character development and providing our students with a significant educational dividend.

The Trust is currently comprised of three academies: Droylsden Academy, Hyde High School and Mossley Hollins High School.

As a Trust we do so much more, and we are growing! We are an ambitious Trust in which to study and work. All our members of staff, both teaching and support staff, are dedicated, committed professionals.

We recognise that our staff are our greatest asset and our Talent and HR strategy places people at the heart of our work.

If, after reading everything about us, this sounds like a Trust you would like to work for, we would very much welcome an application from you.



Phil Wilson
Chief Executive Officer

An Introduction to our Trust Schools



Droylsden Academy

Headteacher

Mr E Mayell

Droylsden Academy is an 11-16 Co-Educational Academy in Tameside, Greater Manchester. The Academy is currently rated 'Good' by Ofsted and serves over 900 students. The school is heavily over-subscribed and has an impressive modern building. Our staff are driven by the belief that every child should go to a great school and we believe that every child can become a great learner through politeness, hard work and honesty.

We believe that success should be measured by both academic progress and by one's contribution to our community and wider society.

Mossley Hollins High School

Headteacher

Mrs A Din

Mossley Hollins High School is an 11-16 Co-Educational Academy in Tameside, Greater Manchester. The school is currently rated 'Good' by Ofsted and serves over 900 students. The school is heavily over-subscribed and has an impressive modern building. We are a happy, academically ambitious and inclusive school and we are passionate about learning. At the heart of everything we do are our deeply held values of manners, hard work and honesty.

We believe that success should be measured both by academic progress and achievement, and also by one's personal and social development and one's contribution to our community and to society.

Hyde High School

Headteacher

Ms G Arnold

Hyde High School is an 11-16 Co-Educational Academy in Tameside, Greater Manchester. The school serves over 1200 students, is heavily over-subscribed and has an impressive modern building. We provide an engaging and inspiring educational experience that instils in our students a lifelong love of learning and respect for themselves, our community and our environment. A place where warmth, high expectations and strong values are prevalent in everything we do. A learning environment where every student can thrive and belong. Our work is under-pinned by a clear set of values **Ready, Respectful and Safe**.

We are rooted in our community, and we celebrate the diversity and uniqueness of everyone. We know that a successful school depends on a strong partnership between school and home and this shared approach is key to the individual success and happiness of every student.

Application Procedure

For a confidential discussion on current vacancies please contact the HR Team at hr@mossleyhollins.com

To apply for the role please complete the application form – available to download from our website and return it to hr@mossleyhollins.com

In compliance with Safer Recruitment Guidelines, CVs will not be accepted.

Advertised: 4 June 2026

Closing date for Applications: 29 June 2026, 8.00 a.m.

Interview Date: 3 July 2026

Shortlisted candidates will be contacted with details of the interview process. If you have not heard from us within 5 days of the closing date, please assume your application has been unsuccessful on this occasion.

Safer Recruitment

The Tame River Educational Trust is an equal opportunities employer and welcomes applications from all sectors of the community. We are committed to protecting our students and staff and therefore have a rigorous recruitment process which includes assessing candidates' suitability to work with children. All staff will be required to hold an enhanced DBS Disclosure, with Children's Barred List Check.

Equal Opportunities

The Tame River Educational Trust believes that all individuals are of equal value and we are committed to equal opportunities for all. All people who work and study in our schools have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation, religion or belief.

Tame River Educational Trust and all its schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Job Description

The Tame River Educational Trust and its schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Title:	Examinations Officer (Raising Achievement)
Reporting to:	Trust Director, Data & Data Protection
Hours & Salary	<p>The normal working hours shall be 29 hours a week, term time only, plus 5 days to be worked over the holiday period. Flexibility in working days will be required to support the school's examination timetable.</p> <p>The salary for this position is Grade F Point 17-22, starting at Point 17. Actual annual salary: currently £22,045.25 – £23,947.61.</p>
Role Overview	<p>The purpose of this role is to ensure the efficient, fair and compliant administration of all internal and external examinations, enabling students to perform to the best of their ability within the required conditions.</p> <p>Key aspects of the role include:</p> <ul style="list-style-type: none"> • Leading on all matters relating to the planning, coordination and delivery of examinations • Liaising with staff, exam boards and external partners • Maintaining accurate records and effective systems • Supporting the Raising Achievement team with administrative and data processes <p>This job description is written at a specific time and is subject to change as the demands of the Trust and school and the role develops. The role requires flexibility and adaptability, and all employees need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.</p>
Child Protection and Safeguarding:	<p>The successful candidate must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Child Protection and Safeguarding Policies, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.</p>
Main duties and responsibilities:	<p>Strategy</p> <ol style="list-style-type: none"> 1. To act as the School's Examinations Officer. 2. To oversee the day-to-day operation of all external and internal (PPE) exams, support all exam planning. 3. Responsible for the overall smooth running of internal and external examinations, ensuring that all related administration and preparation is undertaken, whilst liaising with staff/Heads of Department re pupil examination entries. 4. Follow and enforce examination procedures and regulations.

5. Liaise with the awarding bodies (e.g. AQA, Edexcel, OCR) to ensure compliance with regulations.
6. Assist the Raising Achievement team with data and administration support.

Leadership & Management

7. Work to the Assistant Headteacher (Raising Achievement) and the Trust Director – Data and Data Protection.
8. Provide current and accurate exam board advice and information to the Headteacher, senior leaders and staff.
9. Be responsible for the efficient and effective use of examination budgets.
10. To recruit, train, manage and oversee the team of exam invigilators to ensure sufficient cover for all requirements during the examination period.
11. Liaise with Heads of Faculty to ensure sufficient scripts are available and exam clashes are managed.
12. Work with HOFs and subject leaders to ensure entries are accurate and submitted promptly.
13. Manage the schedule of controlled assessment, ensuring assessments are correctly administered and comply with deadlines.
14. Work with the SENDCo to ensure appropriate access arrangements are in place.

Principal Responsibilities

15. Ensure all exams are conducted in accordance with Joint Council for Qualifications (JCQ) regulations.
16. To manage and update relevant examination policies as required by the regulations.
17. To update the school's examinations webpage with the latest guidance and policies.
18. Ensure entries, tiers, seating plans and exam papers are timely and accurate.
19. Disseminate examination information to staff, pupils and parents / carers, including exam and invigilation timetables, guidelines and querying results.
20. Maintain internal exam logs to ensure the school is able to demonstrate the receipt, secure movement and secure storage of question papers and confidential materials throughout the time that it is live. This includes the logging in and out of the secure storage pre-release and MFL materials.
21. Set up of examination venues, laying out stationery, equipment and examination papers in accordance with strict procedures.
22. Assist candidates on entry and exit of examination venue, advising on possessions permitted to be taken in and out of the venue.
23. Deal with queries raised by students on examination irregularities in accordance with procedures.
24. Escort students from and between venues during the examination and supervise to ensure no unauthorised material is consulted.
25. Manage the collection, collation and delivering of scripts at the end of the examination in accordance with strict procedures.
26. Assist with the packing of examination papers, stationery and equipment and delivery to and from venues.
27. To manage examination entries and record keeping.
28. Coordinate the release of exam results to students.



29. Manage post-results service, including reviews of marking and appeals.
30. To support the planning and preparation of the Examination Calendar to ensure deadlines are met.
31. To manage the provision of access arrangements, including timetabling, rooming and invigilator staffing.
32. Train and advise teaching staff in exam procedures including training for the organisation and management of controlled assessments.
33. To support the SENDCo with the organisation and administration of the access arrangement process.
34. To support the Trust Director (Data and Data Protection) with the administration of whole school reports, MIS reports and Subject Access Requests.
35. To support the Trust Director (Data and Data Protection) with the administration of school admissions, in year transfers.

Administration

36. To provide administration service to the Raising Achievement Team and prepare relevant administrative materials.
37. Updating pupil records and other correspondence on the school's MIS.
38. Assist in the development and maintenance of good communications within the school between teachers, support staff, pupils, parents and visitors.
39. Co-ordinate the effective delivery and administration of the school examination process.
40. Attend meetings and take minutes as required.
41. Record examination attendees, late arrivals and early leavers.
42. To liaise with external partners, agencies and exam boards, when necessary.
43. To maintain an efficient filing system.
44. To liaise with the Reprographics Department re: the production of quality materials.
45. To ensure facilities/equipment are booked, set up for the smooth running of examinations.
46. To liaise with the Finance Department when necessary.
47. To undertake first aid training and provide first aid to staff and pupils, working to the Lead First Aider.

As a member of staff, you are expected:

48. To safeguard all students, promoting their safety, health, and welfare in accordance with school policy, both on the school premises and on school activities elsewhere.
49. To follow and uphold all school policies and be an excellent ambassador for the Trust and Mossley Hollins High School.
50. To have a responsible and diplomatic approach to matters of a confidential nature.
51. To ensure awareness of what is happening in and around the school; checking and responding, where necessary, to school emails regularly and at least once every school day.
52. To develop yourself through engaging with CPD, including ICT training, in order to maximise effective use of all school systems.
53. Support educational visits where necessary.



	<p>54. To attend Open Evenings and other school events, outside of the normal school day, and to play an active part in the school community.</p> <p>55. To undertake any other duties that might be reasonably requested, by the Headteacher, Faculty Leader, Line Manager, or any other member of the Senior Leadership Team. Any request will correspond with the general character of the post and are commensurate with the level of responsibility.</p>
Health and Safety:	<p>The post holder must, at all times, work within the requirement of the Health and Safety at Work Act 1974, current Health and Safety legislation and the School's and LEA's policies and procedures. The postholder is responsible for their own Health and Safety, as well as that of their colleagues.</p> <p>All Trust schools are non-smoking sites.</p>

General:	<p>This job description may be reviewed at the end of each academic year or earlier if necessary. In addition, it may be amended at any time in consultation with the post holder. The post holder will be expected to participate in the school's appraisal programme and to participate in appropriate staff training and development activities.</p>
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Person Specification

	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> GCSE (or equivalent) in English and Mathematics (Grade C/4 or above) Willingness to undertake first aid training 	<ul style="list-style-type: none"> Relevant administrative or education-based qualification 	<ul style="list-style-type: none"> Production of the applicant's original certificates
Experience	<ul style="list-style-type: none"> Administrative experience in an office environment Experience using computerised systems including Microsoft Office, email and internet 	<ul style="list-style-type: none"> Experience working in a school environment Experience using a school MIS (e.g. Bromcom) Experience of working within an examinations environment or supporting examination processes 	<ul style="list-style-type: none"> Contents of the application form. Interview Professional references
Skills and Knowledge	<ul style="list-style-type: none"> Strong verbal and written communication skills 	<ul style="list-style-type: none"> Knowledge of examination 	<ul style="list-style-type: none"> Contents of the application form



	<ul style="list-style-type: none">• Excellent interpersonal skills• Organised, flexible and efficient• Able to work on own initiative and as part of a team• Able to maintain efficient office procedures, including filing and record keeping• Able to maintain confidentiality and understand the need for this• IT Skills• Able to prioritise work and work flexibly to deal with competing demands within a busy office environment	processes and procedures	<ul style="list-style-type: none">• Interview• Professional references
Personal competencies and qualities	<ul style="list-style-type: none">• Passion for helping children and young people learn• Trustworthiness and integrity• Ability to form and maintain appropriate relationships and personal boundaries with children and young people• Ability to engender confidence in young people• A warm, friendly, and patient manner• Ability to build positive relationships with all students that allow them to achieve to their highest potential• Discipline and time management skills• A belief in the value of others• A willingness to learn new skills and approaches and to		<ul style="list-style-type: none">• Contents of the application form• Interview• Professional references



	share experiences with others		
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