



Exams Manager Application Pack



Welcome to INOVA Multi-Academy Trust and thank you for your interest in joining our organisation. I am the Chief Executive Officer, and I feel incredibly proud to lead such a wonderfully diverse group of schools, that have people at their heart.

At INOVA Multi-Academy Trust, our vision is clear and unapologetically ambitious: Transforming lives through the power of learning. We are a values-led Trust, committed to Innovation, Collaboration, and Excellence. These principles guide everything we do – from the way we educate and support our learners, to how we develop our staff and engage with our communities.

Each of our schools is unique, shaped by its local context, and we are proud to celebrate that diversity. But what unites us is a shared commitment to equity, high standards, and the belief that every child – regardless of background, need, or starting point – deserves a brilliant education and the opportunity to succeed.

At the heart of INOVA Multi-Academy Trust is a people-centred culture. We believe that when we invest in people, we invest in futures. That's why we have created a Trust model that is agile, responsive, and grounded in trust – one that removes unnecessary noise from schools and enables Headteachers and staff to focus on what really matters: the young people we serve.

Our central teams provide high-quality support and challenge, reducing workload and unlocking capacity at school level. From curriculum development and inclusion, to safeguarding, wellbeing, and digital transformation, we direct more resources where they matter most – into classrooms, into staff development, and into building futures full of possibility.

We also believe in doing things differently – whether that's through our Institute of Talent, our evidence-led school improvement strategy, or our collaborative leadership networks. We don't just strive for compliance – we strive for brilliance.

As CEO, I have the privilege of working alongside a deeply committed team of leaders, educators, governors, and support staff – all of whom share a common purpose: to unlock potential and create opportunity.

As a prospective staff member, or simply interested in our work, I invite you to explore our Trust and connect with our journey. Together, we are building futures worth believing in.

Thank you again for your interest in joining us and the best of luck with your application.

Lee Barber
CEO



About INOVA Multi-Academy Trust

Since forming in 2011 we have grown to 9 schools - 5 primary and 4 secondary - providing learning to over 7,500 learners from ages 2 - 18.

Collaboration is systematic to our Trust. We give our leaders license to operate and empower them to do the right thing for our organisation.

Our Vision:

Transforming lives through the power of learning.

Our Mission:

To equip young people with the knowledge, skills and character to thrive in a rapidly changing world. From nursery to destination, our pathways will embed a culture of innovation, collaboration and excellence delivered through high quality, inclusive and enjoyable educational experiences.

Our Values:

Innovation : Collaboration : Excellence



Our Values

Innovation

- We embrace forward thinking solutions
- We experiment, learning from our success and failures
- We champion the use of cutting-edge resources
- We are agile in our approach.



Collaboration

- We ensure a safe and transparent culture
- We are proactively involved in our communities
- We apply resilience and adaptability
- We promote teamwork and inclusivity.



Excellence

- We have high standards and expectations
- We continually evaluate, seeking improvement
- We insist on equity for all
- We foster a culture of ownership and responsibility.



Our Offer

Each of our schools has its own distinctive character, reflecting the local community it serves. Children joining us have a broad range of abilities and social backgrounds. We recognise and celebrate different aptitudes and interests and believe that everyone can develop through dedication and hard work, leaving our schools fully prepared for successful lives.

Primary Education

Each of our primary schools are Ofsted graded 'Good' giving our children an excellent start to their education and preparing them fully for their secondary transition.

Secondary Education

Our secondary schools work in close collaboration to further develop our curriculum and outcomes. Our sixth form provision is Ofsted graded 'Good' or 'Outstanding.'

Central Services

Our support staff are highly valued, and we offer a range of central services to our schools to enable them to concentrate on outstanding teaching, high quality learning and effective support for individual needs. Services include:

- Catering
- Communications and Marketing
- Facilities and Estates
- Finance
- Governance
- HR
- IT
- School Improvement

The Role

Responsible for the effective and efficient management and administration of examinations in accordance with the Joint Council for Qualifications regulations. To be the main point of contact for all examination matters.

Salary Range	Grade 6 pt 27-31 Actual Salary £29967-£33708
Hours of Work	37 hours per week, 41 Weeks
Responsible To	Head of School
Responsible For	Exams Assistant Team of invigilators Any staff invigilating/facilitating an access arrangement/reasonable adjustment during an examination

Responsibilities

The postholder must at all times carry out his/her responsibilities within the spirit of INOVA MAT Policies and Procedures, in particular the Trust's Policies on Equal Opportunities and Health and Safety and also, within the framework of the Education Act 1996

Responsibilities

Examinations

- Liaise with senior staff, exam boards and other parties in all examination related matters, this includes internal and external exams.
- Act as first point of contact for student and parents in respect of all queries and problems relating to examinations.
- Production and distribution of examination timetables.
- Ensure entries and amendments are entered into the information and management system and communicated to relevant boards.
- Recruit, train, supervise and manage all staff directly involved in the administration and invigilation of examinations, including line management, staff development and appraisal
- Ensure that clashes, transfers, changes to times, etc. are efficiently administered.
- Day to day preparation of examination rooms/halls.
- Receipt and security of examination papers, stationery, and materials.
- All examination administrative procedures regarding pupils with special arrangements and considerations.
- Management of the school budget for examinations including recharges of exam fees to pupils where appropriate and submitting income received to finance office.
- Ensure controlled assessment marks and predicted grades are recorded and communicated as appropriate.
- Ensure all year end procedures are carried out as appropriate.
- Lead and manage the administration of examination arrangements for other qualifications, including those done in cooperation with other centres locally and nationally.
- Organise both internal and external examinations at off-site venues where appropriate.

- Manage and administer On-Line testing of exams. Liaise with technical staff to ensure correct tests are downloaded.
- Attend conferences and training regarding national testing developments and examination procedures. Feedback the information/training to other staff as appropriate.
- **Miscellaneous Duties**
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 - To be willing to undertake training and professional development as required of the post.
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 - Any other duties and responsibilities that do not change the character and purpose of this post as may be required by the Head of School.

The Person

The successful candidate will demonstrate the following:

Minimum Essential Requirements	ESSENTIAL	DESIRABLE
Education and Qualifications		
Educated to NVQ Level 3 or equivalent	✓	
Relevant professional qualification		✓
Evidence of Continued Professional Development		✓
Experience of networking with colleagues to meet the needs of own professional development		✓
Knowledge & Experience		
Experience of working confidential information	✓	
Working knowledge of exam regulations	✓	
Confident and capable of using a range of software packages, in particular Excel	✓	
Experience of line managing a small team/invigilators		✓
Use of Bromcom or other internal databases		✓
Experience of managing exam budgets		✓
Personal attributes and skills		
Approachable	✓	
Adaptable	✓	
Forward Thinking	✓	
Creative and flexible	✓	
Good Team-worker	✓	
Responsive to needs of all levels of staff	✓	
Excellent management, organisational and interpersonal skills	✓	
Ability to prioritise own workload and that of others to meet deadlines	✓	
Ability to produce accurate information and attention to detail	✓	
Ability to communicate effectively in writing and orally to a range of audiences	✓	
Understanding of promoting positive relationships within the wider school community	✓	
Work in accordance with the Trust's values and behaviours	✓	
Sound judgement and decision maker - confident in using own initiative	✓	
Eligible to live and work in the UK	✓	

The Person

The successful candidate will demonstrate the following:

Willing to work flexibly in accordance with policies and procedure to meet the operational needs of the Trust	✓	
A commitment to continuing personal development and training	✓	
A commitment to safeguarding and promoting welfare of children and young people	✓	

How to Apply

Applications for this role are via TES website. If you have any questions or would like to visit the school please email ssimmons@taptonschool.co.uk

The closing date for applications is 9.00am Friday 29th August 2026

Interviews will be held shortly after

Safeguarding

INOVA Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. We will ensure that all of our recruitment and selection practices reflect this commitment. All candidates will be subject to the following employment checks:

Shortlisted Candidates:

- References will be requested before interview
- A Criminal Convictions Disclosure Form will be requested at interview
- Evidence of right to work in the UK will be requested at interview
- Qualification certificates will be requested at interview
- Disclosures concerning child protection investigations, relationships with pupils, employees, governors or trustees, prohibition orders and section 128 directions (where applicable) will be requested at interview
- We may conduct online searches for shortlisted candidates prior to making our final decision. If any information obtained from the online searches raises concerns around someone's suitability for the role, or to working with children, then this may be raised with the candidate at interview and/or we may take advice from the local authority children's service.

Successful Candidates:

- Successful candidates will be required to undertake a DBS Enhanced Disclosure (with barred list) check
- Successful candidates will be required to complete a Childcare Disqualification under the Childcare Act 2006 Declaration (for applicable posts)
- Pre-employment medical screening.

Please Note: Canvassing of any employee, Trustee or member of the Local Governing Board, directly or indirectly, and your application will be disqualified.

Policies: Our approach to safeguarding and school safeguarding policies can be found on the Trust website:

<https://www.taptonttrust.org.uk/page/?title=Safeguarding&pid=69>

Equality and Diversity

We are committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair and that applicants are not discriminated against on the grounds of race, nationality, gender religion, age, disability, marital status or sexual orientation.

Data Protection

As part of the recruitment process, we need to collect your personal data. For more information about what we do with your personal data, please see our Recruitment Privacy Notice on the [policies](#) page of our website.





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