Sir Thomas Wharton Academy

Recruitment Pack



Welcome to Applicants

Thank you for your interest in Sir Thomas Wharton Academy.

We hope that the information contained within this pack will help you decide if you have the qualities, skills and experience to join our academy.

Sir Thomas Wharton Academy is a high performing secondary school with over 1,200 students and a thriving Sixth Form provision. We are proud to be part of Place Partnership, a family of academies committed to ensuring that people belong, place matters and purpose lasts. Our academy has undergone significant transformation in recent years and continues to go from strength to strength, with increasing student numbers and a growing reputation within our community.

We are fortunate to be housed in a modern building with state-of-the-art facilities, but what truly makes Sir Thomas Wharton Academy special is our people. We pride ourselves on being an aspirational, supportive and caring community, where students feel safe, valued and encouraged to achieve their very best.

Our dedicated staff work tirelessly to ensure every student receives exceptional pastoral and academic support throughout their journey with us. We have created an environment built upon high expectations, positive relationships and a relentless belief that every young person can succeed.

At Sir Thomas Wharton Academy, we understand that academic achievement is only part of a young person's educational experience. Through an extensive programme of enrichment activities, leadership opportunities and wider experiences, we actively develop students' cultural capital, confidence and aspirations. Our inclusive approach ensures that every child is known, supported and challenged to reach their full potential.

We firmly believe that students achieve the greatest success when schools, families and communities work together. Strong relationships with parents and carers are therefore central to our work and play a vital role in supporting the progress, wellbeing and aspirations of every young person.

I am incredibly proud to lead Sir Thomas Wharton Academy and to work alongside such talented, dedicated and caring colleagues. If you share our ambition, values and commitment to transforming the lives of young people, we would be delighted to hear from you.

Yours sincerely,



Matthew McDonald
Principal



About Place Partnership



1. Ossett Academy and Sixth Form College
2. South Ossett Infants Academy
3. Horbury Academy
4. Horbury Primary Academy
5. Middlestown Primary Academy
6. Wath Academy and Sixth Form
7. Sir Thomas Wharton Academy and The Sixth Form Partnership
8. Ravenfield Primary Academy
9. Maltby Redwood Academy
10. Maltby Manor Academy
11. Maltby Lilly Hall Academy
12. Maltby Academy and The Sixth Form Partnership

Place Partnership, established in 2026, comprises 12 academies, supporting children and young people from early years through to Post 16 across South and West Yorkshire. At the heart of our organisation is a commitment to building a culture where people feel valued, take pride in their place, and hold high expectations because everyone matters. We are dedicated to providing a high-quality education which ensures that every child is given the opportunity to achieve their full potential.

As an employer, we invest in our people through extensive professional learning and development opportunities, a comprehensive wellbeing offer, and a wide range of generous employee benefits.

Our Vision

People belong, **place** matters, **purpose** lasts.

Our Mission

We commit to building a culture where people feel valued, take pride in their place, and hold high expectations because everyone matters.



Our Values

Value Our People
We commit to building a culture where people feel valued, take pride in their place, and hold high expectations because everyone matters.

Take Pride in Our Place
We care for our communities and work in partnership, so that people feel connected, supported and part of something to be proud of.

Act with Enduring Purpose
We focus on what matters most, our young people, making decisions that stand the test of time.

Staff Benefits

We recognise that our people are our greatest strength. Creating an environment where every colleague feels valued, supported, and able to thrive is one of our core values.

As part of our commitment to staff wellbeing and professional growth, we offer a comprehensive suite of benefits designed to support you at every stage of your career:

- Generous annual leave entitlement for full-time colleagues, rising with length of service.
- A Corporate Paid Healthcare Cash Plan through Westfield Health, with the ability to claim money back for essential healthcare and access a GP 24/7 through Doctorline.
- A competitive salary, incremental progression, and an enhanced pension scheme through either the Teachers' Pension Scheme or the Local Government Pension Scheme.
- An extensive professional learning and development offer, with regular training and development tailored to your role, ambitions, and career stage.
- Apprenticeship pathways which support colleagues to progress into new roles and qualifications while working.
- Family friendly policies, including enhanced maternity, paternity, adoption, and parental leave.
- A collaborative working culture, enabling you to learn from colleagues across the Trust and share best practice.
- Staff recognition programmes celebrating excellence, dedication, and positive impact.
- Supportive, inclusive environments where wellbeing and belonging are prioritised.

Access to Reward Gateway which offers:

- A SmartSpending App, allowing for instant savings on everyday high street brands, including supermarkets.
- Cashback schemes.
- Employee Assistance Programme with 24/7 confidential access to trained counsellors.
- Salary sacrifice schemes including Cycle2Work and SmartTech.
- A wellbeing centre, offering workout videos, healthy recipes, guided meditations, and articles focused on mental, emotional, financial, and physical health.



About Sir Thomas Wharton Academy

- We are a successful 11-18 academy in Edlington, Doncaster, serving more than 1,200 students, including a thriving Sixth Form provision.
- We are housed in a modern school building with excellent facilities that support high-quality teaching, learning and enrichment opportunities.
- We are committed to developing the whole child through an ambitious curriculum, exceptional pastoral care and a strong focus on character education.
- We offer a wide range of extracurricular, enrichment and leadership opportunities that help broaden students' horizons and raise aspirations.
- We have a calm, orderly and inclusive learning environment where all students are known, valued and supported to achieve their full potential. Ofsted noted that "The atmosphere in the school is calm and orderly."
- We foster strong partnerships with parents, carers and the wider community help ensure students receive the support and encouragement needed to succeed both academically and personally.
- We are driven by high expectations and a commitment to ensuring every young person leaves the academy equipped with the knowledge, skills and character to thrive in their future education, employment and life beyond school.



Ofsted Report 2026

Through 'Life' lessons and daily 'standing assemblies', pupils develop a detailed knowledge of relationships education, fundamental British values and online safety. Relevant and topical issues, such as misogyny and conflicts around the world, are discussed in regular debate lessons. This ensures that pupils develop a very broad understanding of life beyond school.





Pupils access a meticulously planned personal development programme throughout key stages 3, 4 and 5. Pupils with special educational needs and those who are disadvantaged receive priority access to the programme. This has a positive impact on their attendance and belonging at school, and in helping to secure highly positive destinations in their next steps.

Examinations Manager

Location: Sir Thomas Wharton Academy
Salary: Band G Point 19 to 23 £33,119 to £35,570 **Actual Salary:** £29,916.02 to £32,129.98
Contract: 37 hours, Term Time + 2 Inset Days + 10 Additional Days, Permanent
Start date: As soon as possible

About the Role

An exciting opportunity has arisen at **Sir Thomas Wharton Academy** for an **Examinations Manager** to work with an experienced and highly motivated team of professionals.

We are seeking to appoint an inspirational and dynamic member of staff who is fully aligned to our Trust Vision 'to create a multi academy trust where every child, colleague and community feels a strong sense of belonging, pride and purpose'. We strive to build an education system that delivers excellent outcomes and creates a lasting, positive impact on the communities we serve. The successful candidate will manage, support and oversee the exam invigilators in school and report directly to the Senior Leadership Team.

Sir Thomas Wharton Academy already has a strong team of professionals delivering high-quality learning in and out of the classroom. We strive to build an education system that delivers excellent outcomes and creates a lasting, positive impact on the communities we serve'. If you feel you would like to be a part of that team and could make a valuable contribution to driving standards and performance to the next level, we would like to hear from you.

About You

The successful candidate will be…

- Be committed to Place Partnership's vision and Values
- Be a driven, proactive and positive individual with an unwavering commitment to continuously improving their own standards
- Have a true growth mindset, exceptional work ethic and a sense of humour
- Have the ability to inspire and enthuse students
- Be confident, approachable, firm and fair
- Be committed to raising standards for all
- Have the ability to adapt to changing circumstances and embrace new ideas
- Be an excellent professional with high expectations of all learners and staff within the team
- Have the knowledge and experience of the context in which Sir Thomas Wharton Academy operates

About Place Partnership

Place Partnership
A MULTI-ACADEMY TRUST

This is an exciting opportunity to join a forward-thinking and ambitious organisation, driven by a genuine passion for the wellbeing, care, and education of young people.

Place Partnership was formed in September 2026 following the voluntary merger of two strong and successful Trusts in South and West Yorkshire: Maltby Learning Trust, established in 2014, and Accord Multi Academy Trust, founded in 2016. At the heart of Place Partnership is a commitment to building a culture where people feel valued, take pride in their place, and hold high expectations because everyone matters. At Place Partnership we are dedicated to providing high-quality education which ensures that every child is given the opportunity to achieve their full potential.

We invest in our people through extensive professional learning and development opportunities, and we recognise that our people are our greatest strength. As such, we offer a comprehensive suite of benefits as part of our commitment to wellbeing and professional growth. Here are a few examples of employee benefits that focus on our employees Financial, Physical and Mental Wellbeing:

- Membership to either the Teachers' Pension Scheme or the Local Government Pension Scheme
- Technology scheme via SmartTech*
- Access to an extensive discounts platform via 'Place Plus'
- Access to an industry leading Employee Assistance Programme (EAP)
- 24/7 access to an online GP or Advanced Nurse Practitioner through Corporate Paid Healthcare Cash Plans
- Access to health and wellbeing services, with the ability to claim money back for essential healthcare such as prescriptions, optical and dental care through Corporate Paid Healthcare Cash Plans.
- Cycle to Work Scheme*
- Free, on-site parking at every site
- Trained Mental Health First Aiders in all our settings

**restrictions apply*

For full details of our employee benefit package, please see our recruitment pack.

Further Information

Visits are warmly welcomed and can be arranged. For further details regarding this opportunity, for an informal discussion regarding the role or to arrange a visit, please do not hesitate to contact **Mrs N Winder**, **PA to Principal** via email n.winder@stwacademy.com.

Closing Date: Friday 2 October 2026 at 9.00am

Interviews are expected to take place: W/C5 October 2026

Place Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to an Enhanced Disclosure and Barring Service (DBS) check and checks of the relevant barred list / prohibition lists.

Place Partnership is committed to providing a culture of inclusion, respect and equity of opportunity that attracts, supports, and retains high quality colleagues from all backgrounds and across all job roles.

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Candidates will always be shortlisted based on the content of application against the job description and essential criteria without access to the personal details information.

Based on the quality and quantity of applications received, Place Partnership reserves the right to interview sooner than the specified dates above. Applicants will be notified of this where possible. Therefore, early applications are encouraged.

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Role Description
Examinations Manager

NJC Pay Range:	Band G
Responsible For:	Examinations
Responsible To:	Vice Principal

Main Purpose of the Post

- To take a lead role, under the direction of the Vice Principal, in ensuring the Academy examination cycle and related systems and procedures, including staff training, are secured in line with the guidelines laid out by the Joint Council for Qualifications (JCQ) and examination boards and that all examination series are planned, coordinated and evaluated to the highest standards.
- To keep abreast of regulations and guidelines stipulated by the Joint Council for Qualifications (JCQ) and examination awarding bodies and ensuring that these are communicated effectively to Academy leaders.
- To act on behalf of and be the main point of contact for the centre in relation to matters relating to the general administration of examinations and assessments.

Key Areas of Responsibility

Leading Trust/ Academy Business Functions

- To lead and manage, under the direction of the Vice Principal, the administration and organisation of internal and external examinations and assessments across the Academy. Administration will also include items such as VCE learner registrations unit entries, transfers, top ups, drop downs, exam hosting etc.
- To liaise with Academy Senior and Middle Leaders to secure the efficient process of examination entries, remarks, examination enquiries, requests for scripts, centre reviews and relevant documentation and provide the necessary quality assurance.
- To ensure a series of critical tasks are undertaken within strict deadlines and in full compliance with examination regulations.
- To prevent unnecessary additional charges by ensuring all entries/ registrations, withdrawals and amendments are submitted in line with awarding body deadlines and that fees only occur within exceptional circumstances.
- To make effective use of Bromcom and IT systems to maintain electronic records and analysis of examination entries and student outcomes.
- To undertake high quality and forensic quality assurance in matters relating to the administration of examinations and assessments.
- To produce, in liaison with the Trust Data Lead, Data, Systems and Insights Specialists and Senior Leaders, solutions and contingency plans which cover all aspects of examination administration. This probably needs to say something around supporting the Head of Centre, as it is their responsibility to ensure we have Contingencies.
- To support the Head of Centre ensuring contingencies are in place.

Leading the Examinations Team

- To liaise with HR to maintain a resource bank of invigilators, as well as ensuring adequate training and line management mandatory annual training is required now.
- To liaise with and support the Data and Assessment teams, as appropriate when time allows and in periods of greatest need, to prepare data sets for sharing with stakeholder.

- To produce plans for managing the scheduling of the Invigilation team to cover trial and external examinations.
- To secure timesheets from Invigilators and using the Academy systems and processes to approve pay claims.
- To be aware of, and if necessary, brief students on examination procedures and communicate effectively regarding examinations.

Other Considerations Relevant to the Role

- To work from an identified Place Partnership Office location.
- To work with flexibility, travelling to and from Academies and other locations in the course of undertaking work duties.

The aim of the Role Description is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility.

This is an outline Role Description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed.

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Role Description
Supplementary Information

NJC Pay Range:	Band G

Standards and Expectations

- Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
- Be a highly visible, proactive and approachable presence to students, staff and other stakeholders across the Trust and at Academy/Trust events and activities while sustaining the specific demands of the role.
- Be proactive, strategically plan ahead and establish professional networks that will support and enhance the work of the Trust.
- Sustain wide, current knowledge and understanding of education and relevant business systems and processes locally and national and pursue continuous professional development.
- Maintain and operate in the 'bigger picture' view of the Multi-Academy Trust securing the connectivity/implications of change and challenge across the spectrum of Academy operation.
- Celebrate success at every opportunity and implement ambitious strategies for continuous improvement while proactively challenging underperformance at all levels.
- Have high expectations against external benchmarks, engaging in systematic quality assurance, preparing for inspection, self-evaluation and improvement planning for all aspects of Academy life as well as specific areas of individual responsibility
- Take responsibility for promoting and safeguarding the welfare of children, young people and adults within the organisation.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards young people, professionals, parents/carers, governors and members of the local community.
- Regularly review own practice, set personal targets and take responsibility for own personal development.

Securing Policies and Compliance

- To keep abreast of statutory and regulatory guidelines within area of responsibility and ensure Leaders are kept up to date so that systems and processes secure compliance.
- To contribute to policy formulation and strategic direction of service area/area of responsibility.
- To promote and safeguard the welfare of students and other adults within the Learning Trust by adhering to all statutory and associated workplace policies.
- To ensure compliance through quality assurance and evaluation.
- To report and advise on any matter that may place the brand and reputation at risk.

Leading People and Managing Performance

- To lead and develop staff within the team to deliver high quality performance, ensuring that effective performance management arrangements are in place.
- To ensure that teams have a clear structure, roles and responsibilities and work in an integrated way.
- To take responsibility for line managing specific individuals and teams, being accountable for their performance and ensuring that they meet the overall standards expected by the Trust.
- To lead, plan, co-ordinate and manage the work of the team, including the development of their skills/knowledge and maximising the potential of all staff through professional support and challenge.
- To provide effective leadership and operational management of the teams and functions, ensuring that staff adopt the values and expected behaviours of the Trust to deliver a high performance culture.
- To ensure that Leaders receive high quality advice and guidance emanating from area of work/responsibility.

- To actively manage own performance and that of others, participating in the Trust's appraisal process as Appraiser and Appraisee.

Engagement with Stakeholders

- To build and maintain effective professional relationships with relevant external stakeholders and service user groups.
- To lead and contribute to the development and delivery of staff and leader training and support across the Academy/Trust.
- To secure and actively engage with professional networks and collaborative arrangements with outside agencies and professional bodies associated with area of responsibility.
- To provide reports and updates to Leaders and Governors in relation to area of responsibility.
- To set clear standards for and expectations of communication with parents/carers and other key stakeholders ensuring follow up is timely, effective and appropriate.
- To work collaboratively with others to deliver added value to the Academy and Trust.
- To understand the changing community and ensure stakeholder satisfaction.

Other considerations

- A Disclosure and Barring Service (DBS) check at Enhanced Level is required.
- To undertake any duties and reasonable requests that are in keeping within the requirements of this post.

Place Partnership is committed to safeguarding the welfare of children and expect all staff to share this commitment.

This supplementary information forms part of the role description and should be used alongside the role specific information.

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Person Specification

Examinations Manager

	Essential	Desirable
Qualifications and Training	• GCSE English and Maths at Grade C/4 or above, or equivalent qualification	• Level 3 Qualification • Microsoft Office Qualification
Experience, Knowledge and Understanding	• Experience of the Public Examinations system • Recent relevant experience of an administrative role where literacy and numeracy skills are evident • Ability to produce high-quality documentation, including spreadsheets • Experience using Management Information Systems (MIS) • Excellent organisation skills • Experience of developing and maintaining effective systems	• Knowledge of the general regulations for the Joint Council for Qualifications (JCQ) for Examinations. • Knowledge of Access arrangements • Knowledge of student attainment and progress data • Experience of delivering training with confidence and impact
Skills and Attitude	• Microsoft Office suite (specifically databases, spreadsheets and relevant software) • High level of ICT skills • Ability to lead and manage a team effectively • Ability to maintain a positive attitude and keep calm under pressure • Attention to detail and accuracy • Ability to maintain focus and clarity under pressure and meet deadlines • Determination to work to the highest of professional standards • Highly organised and logical	
Personal Qualities and Attributes	• Microsoft Office suite (specifically databases, spreadsheets and relevant software) • High level of ICT skills • Ability to lead and manage a team effectively • Ability to maintain a positive attitude and keep calm under pressure • Attention to detail and accuracy • Ability to maintain focus and clarity under pressure and meet deadlines • Determination to work to the highest of professional standards • Highly organised and logical	
Commitment	• Diversity and equality of opportunity in all working practices	

	• Child protection and safeguarding policies and procedures • The values and vision of Place Partnership Multi Academy Trust • Personal professional learning and development • Attention to detail	

The postholder is required to ensure they have the appropriate business insurance to meet the requirements of the post.

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