



Longley Park

SIXTH FORM ACADEMY

Creating Excellence Together,
through a culture of care

Job Description and Person Specification

Exams Officer



BRIGANTIA
LEARNING TRUST

Creating Excellence Together,
through a culture of care

Introduction from the Executive Principal

Welcome to Longley Park Sixth Form Academy,

Thank you for considering joining our Longley Park Sixth Form Academy team within Brigantia Learning Trust and applying for the role of Exams Officer. As a Sixth Form, we are all about providing an amazing place for 16–19 year-olds to study and this role provides an opportunity to work with people who share your passion and will provide you with the opportunity to develop new skills and contribute to an ambitious, caring and vibrant community.

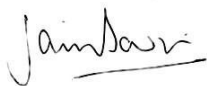
I am excited to be able to offer this opportunity to join our team at Longley Park Sixth Form Academy. You will be joining a team of staff dedicated to improving the life chances of young people by providing the best environment in which they can flourish academically and personally.

Longley Park Sixth Form Academy is situated in the North East of Sheffield. We draw from a diverse community around us. Sheffield is an emerging powerhouse city of the north. Staff and students model and celebrate our diversity very well. Students from a wide range of cultures behave well, work diligently together and respect the views of others.

Our community of 1,100 students study a wide range of courses from ESOL to Level 3 Applied Generals and A Levels. Our students go on to some excellent destinations. In 2024, Ofsted rated the Sixth Form as 'good' stating Longley Park Sixth Form Academy "are aspirational for their students, many of whom come from disadvantaged backgrounds and have low prior attainment, to achieve well at the academy. Staff skilfully equip students with the academic and life skills needed to be successful."

Core to our values are inclusivity and robust support in a culture of care. We are passionate about making sure that students who would not otherwise have access to academic and vocational courses can study and be successful. At Longley Park Sixth Form, we strive to be a diverse and inclusive organisation where we can all be ourselves. We particularly encourage applications from people who identify as Black, Asian or from a Minority Ethnic background and/or from people experienced in working in communities of diversity.

Our expectations are high and we are committed to staff development and providing opportunities to further your career, both at the Sixth Form and within the Trust. If you want a role that will be challenging, fulfilling and developmental, this could be it.



Jamie Davies
Executive Principal

For more information or a confidential conversation about the role, please contact Matthew Fieldsend on MFieldsend@brigantiatrust.net.

Longley Park Sixth Form

Vision and Strategic Objectives

Our Vision

Challenging all students to make more progress than they ever thought themselves capable.

Our Strategic Objectives

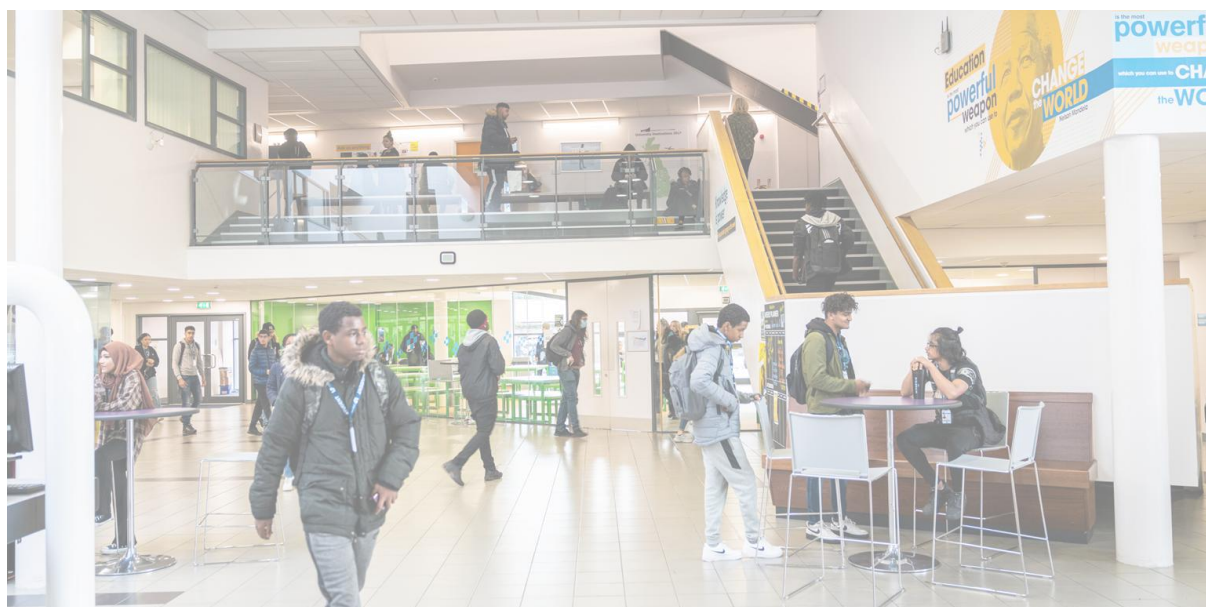
1. Ensure excellent outcomes by delivering an exceptional teaching experience – a community of learning and professional development
2. Provide robust support for students within a culture of care, so they feel safe, can achieve and are prepared for their next steps
3. Sustain student recruitment by providing an engaging and efficient provision that meets the aspirational needs of the local community and beyond

Through all of this, ensure staff and student wellbeing.

Longley Park Sixth Form is an exciting mix of ideas, beliefs, cultures and languages - a place where young people are able to develop confidence in themselves, aspire and achieve.

At Longley Park we recognise the importance of choice and believe that a student's study programme should be designed around their abilities and aspirations. We are committed to providing a well-balanced and challenging curriculum for all students, both inside and outside of the classroom. We have courses for students joining us from a variety of different starting points.

From excellent academic support to a wide range of work experience and enrichment opportunities, there are so many ways for young people to develop thier character and skills with Longley Park Sixth Form.



Welcome to the Brigantia Learning Trust

An inclusive multiphase journey at the heart of our community

Across the Trust, we pride ourselves on our close-knit community, where we value every pupil and student as an individual, enabling us to drive their ambition, inspire their passions and teach innovatively and passionately, creating leaders within a rapidly changing world. We also know that the bedrock of any academy is the quality and stability of the staff team. We care about staff wellbeing and are committed to attracting, developing, retaining and promoting them within our Trust.

Our core vision is to change life chances and secure social mobility and justice for young people in our community through a culture of care. We are dedicated to Creating Excellence Together and these words have been carefully chosen to reflect our commitment to continuous improvement and working together in partnership.

We create opportunities and enrichment within and beyond the classroom, so that every pupil and student is provided with a platform from which to succeed. We achieve this through:

- A strong and shared moral purpose that underpins our work
- A vision that is coherent and a logical step for education in the area.
- Effectiveness rooted in an understanding of the complex local context.
- Leadership that is immensely strong, ambitious and committed.
- A clear operating model for partnership that focuses upon school improvement.
- A proven track record of success including the transformation of vulnerable schools.
- Immense staff capacity and expertise to drive improvement.



Mike Westerdale
Chief Executive Officer

Within the Trust, our academies have continued to grow as centres of excellence; drawing upon a collective pool of expertise and resource. Our staff and Trustees work collaboratively to deliver the very best in traditional education with a forward-thinking approach, ensuring that every child and young adult in our care is prepared and well-equipped for the demands of a global and everchanging society.

As pioneers of 2-19 education within Sheffield, we believe our offer truly sets us apart. Through orchestrated efficiency, development and innovation, every child and young adult benefits from a truly unique and bespoke approach to education at Brigantia Learning Trust. From their passions and personalities to their learning styles and ambitions, everything is taken into account to ensure a smooth and seamless transition throughout all the phases of their academy life and beyond.

Our strong leadership teams are ambitious and dedicated to driving improvement and securing the very best outcomes in each of our academies, through a commitment to excellence and unwavering values.

As we continue to improve, grow and develop we are motivated to find the right talent for our academies and our young people. This is an exciting opportunity within our organisation and we invite you to be part of creating an engine of community cohesion, aspiration, achievement, success and social mobility for every young person we serve.

Mike Westerdale, CEO Brigantia Learning Trust.

Employment details	
Job title	Exams Officer
Reports to	Exams Manager
Hours of work	14 hours per week, term time plus 2 additional weeks during holiday periods
Salary	Grade 4 (£26,402 - £28,597)

MAIN DUTIES AND RESPONSIBILITIES

- 1 Assist the Exams Manager with the administration and organisation of examinations and registrations within the Sixth Form.
- 2 Develop a sound knowledge of exam regulations and procedures and knowledge of course specifications for the qualifications offered at the Sixth Form.
- 3 Assist the Exams Manager with liaising with awarding bodies.
- 4 Coordination of the exam invigilators and support training and development when required.
- 5 Work with the Central IT team to ensure technical arrangements are made appropriately with regards to exams
- 6 Assist the Exams Manager by ensuring that access arrangements (AA) for students are processed and put in place, as identified and detailed by the Access Arrangements Co-ordinator. Liaising with the ALS team to process returning student's paperwork and archive leavers. Input AA information on to MIS systems
- 7 To help ensure that examining bodies' regulations are enforced throughout the Sixth Form, including JCQ inspection requirements.
- 8 Assist the Exams Manager with any JCQ inspections.

- 9 To help ensure awarding body entry and registration forms are completed and processed on time.
- 10 Assist in recording entries and results for all qualifications undertaken within the Sixth Form MIS System.
- 11 To collate, check, record, and issue Sixth Form certificates where appropriate.
- 12 To help liaise with teaching staff regarding examination entries.
- 13 To help ensure that exam entries for both internal and external candidates are correct, and that payment has been received, if appropriate.
- 14 To liaise with teaching staff to collect and return internal assessment work as per awarding body requirements.
- 15 Assist with rooming and timetabling of examinations.
- 12 Assist with preparation of invigilation and exam paper packs.
- 13 Assist with checking and despatch of examination scripts to examiners.
- 14 Assist with checking attendance at exams and logging late arrivals and absentees.
- 15 Assist with the notification of results to candidates.
- 16 To provide a general administrative service, including word processing, spreadsheets, and photocopying
- 17 Deputise for the Exams Manager when required
- 18 To take on the role of invigilator and to assist with offering access arrangements provision for students during peak times.
- 19 To undertake any other duties which are commensurate with the grade and responsibilities of the post.

Administrative and organisational duties

- Keep accurate and up-to-date records.
- Assist in maintaining a safe and inclusive sixth form environment for all students
- Participate in team meetings, training, and professional development opportunities.

Safeguarding and working with students

- Adhere to all sixth form policies, including the [**Child Protection and Safeguarding Policy**](#) and [**Behaviour Policy**](#).
- Recognise and report any safeguarding concerns to the [**DSL**](#).
- Promote equality, diversity, and inclusion within the sixth form community.
- Maintain confidentiality and professionalism when dealing with sensitive student information.
- Support the sixth form's policies on anti-bullying, mental health, and wellbeing.
- Encourage students to express their concerns and seek support where needed.
- Promote positive relationships between students, staff, and the wider sixth form community.

Fostering and positive sixth form culture

- Encourage a Sixth Form environment that promotes respect, inclusivity, and positive interactions.
- Support students in understanding and embracing Sixth Form values, helping to create a sense of belonging.
- Help to create a safe and supportive atmosphere where students feel valued and heard.

- Work collaboratively with Sixth Form staff to reinforce a culture of high expectations, motivation, and success.

Qualifications and training	
Essential	Desirable
• GCSE (or GCSE-equivalent) in English and maths at grade C/4 or above. • First Aid certificate desirable or willingness to undertake first aid training	
Skills and experience	
Essential	Desirable
• Strong communication and interpersonal skills. • Ability to build positive relationships with students, staff, and parents. • Good problem-solving and conflict-resolution skills. • Ability to work both independently and as part of a team. • Time Management – able to plan and prioritise work to ensure key targets are met • IT literate – Good level of MS Office, including Word and Excel • Some knowledge and understanding of examination board requirements and procedures	• Previous experience of liaising with Examination Boards would be desirable • Previous experience of exam processes within a similar role is highly desirable

• Experience of data entry in an administrative or customer service environment is essential	
Personal traits	
The successful candidate will be	
• Empathetic, patient, and understanding. • Positive and able to demonstrate a resilient attitude. • Enthusiastic about supporting young people's development. • Reliable and professional. • Committed to promoting inclusion and diversity. • Willing to undertake further training and CPD.	
Additional requirements	
The successful candidate will have	
• Two suitable references. • An enhanced DBS check.	