

Bedford High School

A Specialist Business and Enterprise College



Work Hard – Be Respectful – Take Responsibility

Exams Manager

Vacancy Information booklet



Exams Manager at Bedford High School

At Bedford High School we believe that excellent student achievement is of upmost importance and as such, it is placed at the heart of everything we do.

We have an exciting opportunity for a well organised Exams Manager. A professional attitude, attention to detail and the ability to multi-task is of the utmost importance in this role.

Your role will be to manage all aspects of exams within the school.

The Opportunity

- To work as part of a professional, experienced, friendly and supportive team
- To make a positive difference to the students and their families at Bedford High School

The successful candidate will be joining the school at an exciting time. Bedford High School is a mixed comprehensive school, which was judged “good” by Ofsted in 2023. The school is now full throughout KS3 and KS4 with a waiting list of families.

Our school is based over 2 sites with excellent facilities which include our 3G pitch, beautiful green outside space, dedicated outside classroom and large Bistro food court area, onsite gym and second food court area. Our inclusive values drive our vision and ethos across all stakeholder groups. Positive student/staff relationships, which are based on mutual respect embedding our SPIRIT ethos of Strive, Perseverance, Independence, Respect, Integrity and Tolerance are a key strength of our school. Student and staff voice are used across our school to help inform decisions and shape our school development plans.

Dear Colleague

Thank you for your interest in working at Bedford High School.

We are dedicated to offering our students a high-quality education in a well ordered and purposeful school environment. We relentlessly strive to help all students to reach their potential, equipping them with the character, skills and knowledge to flourish in life. We expect students to work hard, be respectful and take personal responsibility for their choices and actions

Students achievement is higher than the local authority average and our GCSE results are improving year on year. We are proud of what we have achieved to date, and this is largely due to the quality of our school workforce. We invest heavily into the professional growth of our staff and very few colleagues want to leave.

The successful candidate will be well supported at this school.

If you feel you have the necessary skills and qualities to undertake this role, we will be delighted to receive your application. Please complete the application form (we do not accept CV's) which is available on our website at www.bedfordhighschool.co.uk. Please return completed application forms to recruitment@bedford.wigan.sch.uk or by post to Mrs Claire Taylor, HR Manager at the school address.

I very much look forward to receiving your application.

Yours faithfully

A handwritten signature in black ink, appearing to read 'P. McCaffery', written in a cursive style.

Mr P McCaffery
Headteacher

Our School

Bedford High School was established in 1976 when it was formed by merging Leigh Boys' Grammar School and Manchester Road Secondary Modern School, which were located next to each other. The former grammar school buildings now form the U Block and the secondary modern buildings form the L Block.

Our School Values

Work Hard, Be Respectful, Take Responsibility.

Our School Vision

We relentlessly strive to help our students to discover, develop and demonstrate their potential. This is our core purpose. Our aim is for every 16-year-old student to leave us as a rounded individual, who feels excited about the opportunities the world has to offer and is equipped with the qualities, virtues, skills and knowledge to be happy and excel in life.

At Bedford High School we put staff first by developing, nurturing and retaining a high-quality workforce, where there is a high-quality teacher in every classroom delivering high quality lessons every hour, every day. There are many opportunities for staff across all departments to make an invaluable contribution to the success of the school, getting involved in different aspects of school life.

Staff Wellbeing

Our fabulous surroundings provide an excellent working environment, which in turn can have a positive impact on our employees' well-being. However, this isn't the only benefit to working with us.

- Membership to Greater Manchester Pension Fund or Teachers' Pension fund
- Employee Assistant Programme confidential advice and support service available by telephone, website and App supporting you and immediate family members 24/7 with legal information for issues that can cause anxiety and distress including debt management, consumer, property or neighbour disputes, bereavement support, medical information, online CBT and counselling sessions along with a Wellbeing portal which offers a virtual library of wellbeing information
- Committed Wellbeing Team with fully trained Mental Wellbeing First Aiders
- Dedicated off site wellbeing hour for all staff
- Cycle to work scheme
- Family friendly policies
- Staff rewards
- Gym facilities
- Continued professional development

Feedback from our staff wellbeing survey tell us that our staff...

All the wellbeing initiatives make for a good work life balance and make you feel appreciated in the work place

There are many, many things that this school does better than many others that I have worked in.

I'm very happy here and feel respected and looked after.

Bedford is a great place to work.

Since arriving at Bedford, I have found the staff to be friendly, welcoming, supportive and are a credit to the

Job Description

Job title:	Exams Manager
Job purpose:	<ul style="list-style-type: none"> • Under the reasonable direction of senior staff carry out the professional duties in line with the job role and in particular: • Be responsible for organising and implementing all aspects of examinations in the school. • Provide data analysis support to the deputy headteacher, producing reports when required and providing information to SLT and Governors. • This job description outlines main duties and responsibilities under broad headings. It is not possible, nor desirable, to specify every item in detail. Specific responsibilities and duties may be varied in response to service needs, provided these fall within the broad scope of the post.
Reporting to:	Deputy Headteacher
Responsible for - Staff	Exam Invigilators
Liaising with:	Headteacher, Senior Leadership Team, School Governors, teaching and non-teaching staff, LA, parent/guardians, external agencies
Grade of post/Salary:	G7 pro rata (approximate starting salary £28,620)
Hours:	37 hours per week, Monday to Friday, term time plus 2 weeks, core working hours 8.00 am – 4.00 pm
Contract:	Permanent
Disclosure level:	<p>All offers of employment are conditional subject to an enhanced disclosure with child barred list, appropriate overseas checks, medical clearance, relevant qualification certificates and references satisfactory to the school. In line with recommendations from Keeping Children Safe in Education Guidance we will carry out an online search as part of our due diligence for all shortlisted candidates, you will also be required to complete a self-declaration of any criminal records or information that would make you unsuitable to work with children. At Bedford High School safeguarding is everyone's responsibility. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment and to adhere to the school's safeguarding policies and procedures.</p> <p>This post involves working with children, young people or vulnerable adults and is therefore exempt from the Rehabilitation of Offenders Act.</p>
Base	Bedford High School
Date:	January 2026

MAIN TASKS:

- Manage all arrangements for all internal examinations and public examinations.
- Coordinate the team of invigilators including recruitment, training, management and deployment of invigilator staff.
- Coordinate the preparation and submission of entries to examination bodies.
- Ensure all examination papers and stationery are delivered safely to the school, being responsible for their strict security and ensuring completed papers are dispatched promptly and appropriately.
- Be responsible for the conduct of the examinations, including on-line examinations, appropriate timetabling and room arrangements.
- Ensure that students are given all the necessary information, in good time, about examination entries, the dates and times of the exams, dealing with exam clashes, conduct during exams, and arrangements for the collection of results and certificates.
- Deal with issues relating to appeals, remarking and other administrative issues such as students who miss exams through illness or who require special consideration. Initiate appropriate correspondence with and respond appropriately to correspondence from the various examination boards the school deals with.
- Deal with enquiries from parents and students, including former students.
- Receive examination results and certificates and make arrangements for their issue.
- Oversee the appropriate dissemination of public examination results to the press and to the appropriate LA department, ensuring that the figures are checked for accuracy.
- Keep up to date with the necessary policies, procedures, rules and regulations laid down by the different examination bodies including producing necessary school policies in relation to examinations.
- Organise appropriate arrangements for the support of candidates with access arrangements and special examination requirements in conjunction with the SENDCO.
- Work in liaison with the deputy headteacher and data officer to provide information related to examinations and other assessment data so that effective examination and assessment analysis can take place immediately after results have been received and processed.
- Liaise with the deputy head to ensure all other examinations e.g. progress tests are administered and run smoothly.
- Liaise with Pastoral Managers and PGO's to ensure appropriate supervision is in place for internal year group examinations.
- Analyse data arising from questionnaires and surveys which the school may carry out from time to time and provide reports as required.
- Interpret data to provide information as required by the deputy headteacher and governors, ensuring accuracy at all times.
- Work with the deputy headteacher to develop systems and reporting formats to meet the changing needs of the school and recognising work load impact.
- Develop good working relationships with other colleagues and promote an efficient service.
- To adhere to strict confidential practices in relation to all forms of student information, having due regard for GDPR, data protection and child protection. Read, understand and comply with all school policies in this regard.
- To participate positively in staff development and training.
- Contribute to the overall ethos/work/aims of the school by working flexibly. Undertake additional duties in the interests of the school which are reasonably commensurate with the post and level of responsibility.
- To undertake other similar tasks as may be determined by the Head Teacher in consultation with the post holder.

Other Specific Duties

- Participate in the school development planning processes, and attend relevant internal/external meetings.
- Positively participate in the continuing professional development programme including the training of staff on new systems and procedures.
- To carry out the duties in the most effective, efficient and economic manner available
- To continue personal development in the relevant area
- To have due regard and comply with all school policies
- To supervise students in exams as required
- To undertake training as required
- To participate in personal and team reviews/meetings
- To participate in annual appraisal and implement agreed targets
- Review and develop own professional practice, undertaking training as required.
- Develop good working relations with other colleagues and students and promote a positive impression of the school
- To contribute to the overall ethos/work/aims of the school
- To work flexibly in the interest of the school and to undertake such additional duties as are reasonably commensurate with the post and level of responsibility.
- Assist in supporting whole school administration / projects where required.
- To have due regard for data protection, confidentiality, child protection and health & safety policies.
- To undertake first aid training.
- Any other duties as the Headteacher may from time to time determine commensurate with the grade.

Health and Safety Training

- Effectively and proactively implement Health and Safety legislation and good practice, including office, individual and DSE risk assessments, taking into consideration disabilities and specialist equipment required to enable staff to undertake their daily duties.
- To undertake Health and Safety Training on areas within your remit.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

Person Specification

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Previous experience of implementing and using a range of software packages for examination administration e.g. word and excel. Significant experience of using school ICT systems and exam modules.	E		A, I, R, T
Experience of using complex database programmes	E		A, I, T
Significant experience in examination and data management roles.	E		A,I, R
Experience of working in a secondary school or similar environment.	E		
Previous supervisory experience		D	A, I

B. Training and Qualifications

	Essential	Desirable	Source
NVQ level 4 in Finance or Business Administration or equivalent relevant qualification or comparable level of relevant experience	E		A,I
ILM or equivalent level of supervisory/management experience/qualification	E		A, I
To have a minimum of 5 GCSEs at grade C (or equivalent) or above, including in Maths and English.	E		

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Knowledge of a range of complex office/admin procedures	E		A,I, R
Knowledge of developing, implementing and maintaining administrative and exam processes and procedures.	E		A, I
Understanding of a range of administrative and/or financial processes	E		
Knowledge of school related office procedures		D	

Detailed knowledge of liaising with exam boards/providing required documentation.	E		A, I, R
Proficient in use of school's ICT, MIS and exam systems.	E		A, I
Ability to use a range of strategies to deal with examination arrangements, with a good understanding of JCQ examination access arrangements.	E		A, I

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Ability to deliver polite, courteous and efficient customer service	E		A, I
Very good communication skills to deal with a range of people	E		A, I
Ability to use initiative to respond to and resolve a range of problems	E		A, I
Ability to develop and implement procedures and policies	E		A, I, R
To work occasionally out of hours work to support school functions		D	I
Proven ability to supervise and develop staff	E		I
To take responsibility for self-development and undertake training as required	E		I
High level of interpersonal and communication skills	E		A, I, R
Good organisational skills	E		A, I
Ability to work under pressure and to set deadlines	E		A, I, R
Ability to manage own workload and direct and manage the workload of others	E		A, I
Ability to motivate and develop staff	E		A, I

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I

What to expect

If you feel you have the necessary skills and qualities to undertake this role, we will be delighted to receive your application form. Please complete the application form, we do not accept CV's and return to Mrs Claire Taylor, HR Manager at the school address or by email to recruitment@bedford.wigan.sch.uk.

It is important that you tell us about your skills and experience relevant to the role. Please ensure you answer all the questions on the application form and explain any gaps in employment or educational history, as the information you provide will be used in our shortlisting process.

Once we have received your application it will be reviewed and evaluated. If we feel that you may be suitable for the vacancy that you have applied for you may be invited to attend an interview, the format of which will be confirmed as part of the invitation.

Due to the high volume of applications we receive, if you do not hear from us within 4 weeks of the closing date then on this particular occasion your application will have been unsuccessful. We are not able to provide feedback on applications that have not been shortlisted for interview.

Should you wish to visit school please email us at recruitment@bedford.wigan.sch.uk and we will arrange a suitable time.

For more information on our school and to take our virtual tour please visit our website www.bedfordhighschool.co.uk

The interview process

Deadline: Monday 2nd March 2026 at 9am

Interviews: Date to be confirmed, or earlier for the right candidate. Early applications are encouraged and we reserve the right to close the vacancy early and interview before the closing date if a suitable candidate is found.

Start date: As soon as possible.

Due to the nature of different roles within Bedford High School, we operate two separate streams for selecting the very best candidates.

For support staff positions the interview process will consist of a formal interview with senior staff members, written and/or verbal tasks and tour of school.

For teaching positions, the interview process will consist of teaching an observed lesson, interacting with students, a formal interview with students, formal interview with senior staff members and tour of school.

All interviews at Bedford High School involve a member of staff appropriately trained in Safer Recruitment.

If you are successful in securing a position at Bedford High School, you will receive your conditional offer letter and relevant documents and information about the new starter process from our Human Resources team. All offers of employment are conditional upon all pre-employment checks satisfactory to the school. A start date will be confirmed in writing on completion of our safer recruitment process.

Our commitment to safeguarding

All offers of employment are conditional subject to all satisfactory pre-employment checks which include an enhanced criminal record with child barred list through the Disclosure and Barring Service (DBS), appropriate overseas checks, medical clearance, references and verification of your qualifications satisfactory to the school. When completing application forms all candidates must provide a full employment history and any gaps to be clearly identified. At Bedford High School safeguarding is everyone's responsibility. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment and adhere to the school's child protection policies and procedures. All candidates must be legally entitled to work in the UK and comply with the Immigrations, Asylum and Nationality Act regulations. Applications from all sections of the community are welcome.

This post involves working with children, young people or vulnerable adults and is therefore Exempt from the Rehabilitation of Offenders Act.

Shortlisted candidates will be notified by email of the interview arrangements. Please ensure your correct email address is provided on your application form.

In line with recommendations from Keeping Children Safe in Education Guidance we will carry out an online search as part of our due diligence for all shortlisted candidates. Shortlisted candidates are also required to complete a self-declaration of any criminal records or information that would make you unsuitable to work with children.

As we receive many applications for posts, we regret that we will only be able to contact those applicants who are shortlisted for interview. Therefore, if you have not heard from us within four weeks of the closing date, please assume you have not been shortlisted for interview on this particular occasion.