

**Position:** Exams Officer (SEMH Special school)

**Salary:** NJC Salary Scale 8-14 £26,824 - £29,540 (Actual Salary £4,586 to £5,051)

**Location:** Endeavour academy (based at the Sherbrook Road site)

**Contract type:** Permanent**,** Part‑time, 0.2 FTE (equivalent to 7 hours per week), to be worked flexibly across the academic year in line with the exams cycle with additional 14 hours to be worked during school closure times

**Closing date:** 24th October 2025 at 3pm

**Shortlisting date:** 3rd November 2025

**Interview date:** 11th November 2025

**About our School**

Endeavour Academy, is a community special school for ages 3-19, focusing on complex learning, ASD, ADHD, and SEMH needs. The academy operates across two sites: Churchmoor (Primary to Key Stage 3) and Sherbrook Road (Year 9, Key Stage 4, and Post-16). There are currently 101 on role at Endeavour academy.

Currently, six pupils follow our GCSE pathway in **English Language, Maths, and History**. We also deliver **Functional Skills English and Maths** at **Entry Level** and **Levels 1–2**. In addition, we offer **BTEC qualifications** aligned to pupils’ interests for **up to 15 pupils each year**.

**About the Trust**

This is an exciting opportunity to join an award winning Multi Academy Trust and be part of a welcoming and supportive team that serves amazing children and young people. Nexus Multi Academy Trust was founded in 2016, with 19 unique SEND and mainstream academies.

We are a growing, forward thinking and innovative Trust with a shared ethos, vision and values for a personalised child centred approach. We are committed and invested in “Learning together, to be the best we can be” and it is as relatable to every employee and partner of our Trust as it is to our children, young adults and their families.

**Our Opportunity**

This **newly created** post will strengthen the on-site running and efficiency of examinations. Working closely with the **Exams & Accreditations Lead (based at Sherbrook)**, the post-holder will set up and maintain the **annual examinations calendar**, book and coordinate assessments (including **Functional Skills** at **Entry Level–Level 2** and internal assessments), and **lead and administer all public and internal examinations** in full compliance with **JCQ** and awarding-body requirements. They will plan, schedule and deliver the examinations cycle end-to-end; **recruit, train and deploy invigilators**; manage candidate data, entries and communications; and coordinate **access arrangements** and **special consideration** so pupils with **SEMH (Social, Emotional and Mental Health)** needs can access assessments fairly and safely. **Training will be provided**, though **previous exams administration experience is highly desirable**. The role is **annualised and worked flexibly across the year**, with increased presence during peak periods (mocks, external exam windows and results services).

**What you can expect from us**

*Wellbeing – Pay – Careers and Training – Annual Leave and Flexibility*

* Access to free wellbeing support resources including counselling, medical and legal advice and an option to top up to private healthcare via corporate membership of a healthcare plan.
* Access to discount schemes for savings with high street retailers, restaurants, activities and lifestyle services
* Auto enrolment into a leading pension scheme with Teachers Pension Scheme or Local Government Pension Scheme
* Access to extensive and tailored career pathways, CPD programmes, training and coaching giving you the opportunity to grow and develop your career
* An Induction package to help you settle in and approach your role with confidence and enthusiasm
* The ability to contribute to and share quality practice with other professional TAs, Teachers and the wider team
* Internal opportunities across the Trust academies and to work with specialised leaders in education on nationally recognised projects
* Flexible working policies
* Cycle to Work Scheme
* Annual leave increases based on length of service plus bank holidays for support staff

**To apply**

For an application form please contact our School Resource Manager [lwall@nexusmat.org](mailto:lwall@nexusmat.org)

Completed applications to be sent to our School Resource Manager [lwall@nexusmat.org](mailto:lwall@nexusmat.org)

All candidates are advised to refer to the job profile before making an application.

We reserve the right to close this advertisement early should we receive if we receive a high volume of suitable applications.

**Further information**

For an informal and confidential conversation about the role, please contact Mary Kirby (Head of School) [mkirby@nexusmat.org](mailto:mkirby@nexusmat.org) or Layla Wall.

Further information can be found on our school website [Endeavour Academy - Home](https://www.theendeavouracademy.org/)

**Nexus Multi Academy Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed.

This post involves working with children and young people. If successful you will be required to apply for a disclosure of criminal records check at an enhanced level and a barred list check. Further information about the Disclosure and Barring Service and can be found at [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check).

We are an equal opportunities employer committed to recruiting and retaining a diverse workforce.