

**Position:** Exams Officer

**Hours and Salary:** 15 hours NJC 12-20 FTE £28,598 - £32,597 / Actual Salary £10,032.73 - £11,436.06

**School and Location:** Bader Academy

**Contract type:** Part-time Permanent, Term Time Only

**Closing date:** 18<sup>th</sup> June 2026 at 16:00

**Shortlisting date:** 19<sup>th</sup> June 2026

**Interview date:** 24<sup>th</sup> June 2026

### **About our School**

Do you have these core traits to be a successful Change Maker and Exams Officer at Bader Academy?

Bader Academy is a special school which opened in September 2020, and which provides 130 places for children and young people, aged 5-19, who have an Education, Health and Care Plan with a primary diagnosis of Communication and Interaction Difficulties and/or ASD.

Our ambition and yours will be that Bader is a centre of excellence for both the specialist provision and for promoting the latest inclusive practices across education.

Our children and young people at Bader deserve an education that will change their lives and give them the opportunity to fulfil their potential. Staff employed in our Academy Trust enjoy a fulfilling career and we focus on releasing your potential and maximising your impact.

### **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.

Please see a copy of our most recent [prospectus](#) and [workforce engagement statement](#) for further information.

### **Our Opportunity**

We are looking to recruit a qualified and organised Exams Officer to join our school and our successful staff team. We are seeking a professional who has an innovative approach to their work and is confident in developing efficient and effective systems to support the smooth running of all internal and external examinations.

Reliable, detail-oriented and proactive, you will understand the importance of accuracy, confidentiality and compliance within the examinations process. Previous experience in an examinations role is desirable; however, if you are enthusiastic, motivated and willing to develop within the role, we will provide the additional training and support required.

The role will involve managing and administering all aspects of the school's examination processes across KS3 and KS4, including entries, timetabling, invigilation arrangements, results administration and compliance with awarding body regulations. You will work closely with teaching staff, senior leaders, pupils and external examination boards to ensure examinations are conducted efficiently and in accordance with JCQ regulations.

We actively welcome applications from experienced Exams Officers seeking a new opportunity, as well as colleagues looking to move into this specialist area of school administration. It goes without saying that we will nurture, support and provide the professional development needed for you to succeed. We can also provide training and development opportunities to help you further develop your skills and qualifications in supporting the educational outcomes of our children and young people.

### **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**

If you're interested in this role and wish to apply, please visit the Nexus MAT website to download an application form. Once on the Nexus MAT website, select the *Joining Us – Careers* section, click on the position you wish to apply for, and the application can be found at the bottom of the page.

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

Completed applications to be sent to [baderacademy@nexusmat.org](mailto:baderacademy@nexusmat.org)

In line with safer recruitment practices and Keeping Children Safe in Education (KCSIE), curriculum vitae (CV's) will only be accepted alongside a full application form

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

For an informal and confidential conversation about the role, please contact Shannon Smith-Raper via telephone.

Further information can be found on our school website <https://www.baderacademy.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.

#### **Privacy Notice (Job Applicants)**

We are committed to protecting your personal data and handling it responsibly. The information you provide on this application form will be used solely for recruitment and selection purposes, to assess your suitability for the role, and to communicate with you about your application.

Your data will be processed in accordance with applicable data protection laws, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. We will only share your information where necessary and will retain it only for as long as required for recruitment purposes.

For full details on how we collect, use, store, and protect your personal data, including your rights as a data subject, please refer to our full Privacy Notice available on our website