

THE CROSSLEY HEATH SCHOOL



**Exam & Admissions Manager
CANDIDATE PACK**



KINDNESS



COURAGE



EXCELLENCE

Exams & Admissions Manager

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WELCOME FROM THE HEAD TEACHER

Welcome! My name is Dean Jones and I am the Headteacher here at The Crossley Heath School. It's a privilege to lead this remarkable school. Crossley Heath is steeped in rich history that dates back to 1585 with education taking place on this site since 1864 when the building was founded as an orphanage and school. This heritage provides the basis of inclusivity and social mobility that we still have at the heart of our ethos. We are an inclusive school family, building on our proud heritage to achieve our vision to be **"The leading school for educational excellence, where we nurture happy students with strong values so they all contribute positively to society"**. We believe in realising every student's potential to change the world for the better. Promoting values of kindness, courage and excellence from our students.

One of the most wonderful features of Crossley Heath is our warm, vibrant school culture, with a rich diversity of students from all backgrounds. We have aspirational classroom environments, a house system allowing all students of all ages to collaborate and compete, as well as commitment to a vast range of extra-curricular opportunities through clubs, sports and trips across the country and the world. This sense of care and community extends to our dedicated staff, who are passionate educators committed to the students and school we serve. If you are a hard-working individual who thrives in a collaborative and supportive environment, I encourage you to explore the exciting opportunities at Crossley Heath School. We are always seeking talented individuals to join our team and contribute to the ongoing success of our students.

We are delighted that you are interested in applying for our Admissions/Exams Manager position. This is a vital role within school and we are looking for a very special person to manage these important processes. Details of the application process can be found on page 11 of these documents. Please visit our website (www.crossleyheath.org.uk) to explore the school further. Please do not hesitate to get in touch with the Chief Operating Officer, Mrs. Debbie Gallimore, (d.gallimore@crossleyheath.org.uk) if you require any further information in the first instance.

I hope you will take the opportunity to explore further and decide that this role is the right one for you and we look forward to receiving your application.

Dean Jones M.A.
Head Teacher, The Crossley Heath School



INFORMATION ABOUT THE SCHOOL

WHO WE ARE AND WHAT WE STAND FOR

At Crossley Heath we see ourselves as a school family. Our school building was founded as an orphanage and school 160 years ago and the spirit of inclusivity and social mobility on which we were founded lives strong today. The school evolved into an amalgamation of Crossley and Porter and Heath Grammar Schools allowing us to trace our heritage back to 1585 and the origin of the school motto 'Omne bonum ab Alto' meaning "all good things come from above" which can both have a spiritual dimension and remind us to be thankful to the generations before.

We are a grammar school for entry into Year 7 which means students of all backgrounds are welcome at our school, they just have to show the aptitude to excel on the entrance examinations. We are proud of our diverse student body and much higher proportion of students accessing Free School Meals than other grammar schools as inclusion is at the heart of our ethos. We have a thriving sixth form which is integral to the life of the school. We embrace and celebrate our wide ethnic and geographic diversity and endeavour to be a genuinely warm, inclusive and vibrant school community.

OUR VISION: We truly look forward to welcoming students to The Crossley Heath School and championing their success throughout every moment of their time with us. We are **a school with a heart** and consider our staff, students and their families to be a school family. Our vision is to be **the leading school for educational excellence, where we nurture happy students with strong values, so they all contribute positively to society**. The happiness of our students really matters to us. We know that academic achievement will give them the brightest choice of future careers which will allow them to be happiest. Our aspiration is for our students to spread happiness too as positive role models for our values of kindness, courage and excellence. Our students will influence society for the better, leaving our school committed to making the world a better place.

OUR VALUES: Our values are **kindness, courage and excellence**. Crossley Heath students have the kindest manners, support others in a spirit of philanthropy and are inclusive in welcoming all people into our school family. We stand up courageously for what is right, celebrate the diversity of people from all backgrounds, recognise that the resilience to bounce back from failure is central to success in life and we develop the confidence to help influence the world to become a better place. Excellence is our goal, excelling academically through hard work, giving our all to sports and the arts, seizing every opportunity to shine.

OUR PURPOSE: **Unlocking potential; building leaders of the future.** We are a grammar school with the purpose of promoting the highest achievement and most aspirational future destinations for our students. In this way we are an engine for social mobility as we unlock the potential of the most academically able students, regardless of their background, to achieve the highest of goals. Our heritage has blessed us with a truly unique building and a spirit of philanthropy, such that we have a desire to promote the welfare of others through giving our time to support and fundraise for charities helping the most vulnerable in our local community. We are here to develop students with the strength of character, aptitude and positive commitment to sharing happiness as leaders of the future.

We have a vibrant House system which adds a strong sense of positive competition and affords students an opportunity to express themselves, demonstrate their talents, make lifelong friends and have fun. Indeed, many former students comment that some of their fondest memories are of taking part in activities for their House. Student leadership is a strength at Crossley Heath with all students, led by 6th form leaders, taking part in fundraising, Eco Schools, health and well-being initiatives. Extra-curricular activities, especially a wide variety of sports, are also a strength of the school as we have teams competing in rugby, football, netball, cricket and athletics throughout the year. Our school trips are many and varied across all subjects and with overseas trips ranging from Belgium to Berlin and Canada to China.

Partnership building is a Crossley Heath characteristic as we are a school family with highly supportive parents, carers and families, a vibrant local community and alumni who stay connected to our school for life. We care deeply about wellbeing and believe in being the friendliest and happiest school possible. Our staff are supported with a culture of listening, collaboration, commitment to professional development and an additional weekly free period on top of that typical in schools by way of a thank you for all that teachers do to support our wonderful students. Our students are the warmest and most welcoming people, they make being part of the Crossley Heath school family an absolute pleasure. Come along and see for yourself!



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ADVERTISEMENT

THE CROSSLEY HEATH SCHOOL

 Savile Park, Halifax, HX3 0HG

 (01422) 360272

 admin@crossleyheath.org.uk

 www.crossleyheath.org.uk

Head Teacher: Mr. Dean Jones M.A

Exams & Admissions Manager, Term-time plus 15 days

Salary: SO1 (SP23 – SP25) FTE £34,434 – £36,363)

Actual salary term time plus 15 days - (£32,024 - £33,817)

From: As soon as possible

We wish to appoint an enthusiastic, motivated and energetic individual to oversee the administration and management of public and internal examinations within the school and ensure delivery of a first-class service.

The post holder will have good administrative skills, computer literacy and be highly efficient and organised with good attention to detail. The successful candidate will need to be articulate, able to communicate effectively with teachers, examination invigilators, students, parents and examination board representatives. The ability to be clear and assertive whilst remaining calm, composed, tactful and flexible is essential.

We are a very friendly, down to earth school with a diverse student population. We welcome applications from all sections of the community.

Information about the school is available on our website together with further details about the post and an application pack. All completed applications should be returned to Mrs Gaynor Fisher, Office Manager, (g.fisher@crossleyheath.org.uk) by 8.00 am on Friday 12 December 2025. Interviews will be held on Wednesday 17 December 2025.

We are committed to safeguarding children in all aspects of recruitment and selection. The appointment will be subject to pre-employment checks, including an enhanced DBS check.

We believe our staff are the school's greatest asset. We have signed up to the Education Staff Wellbeing Charter with the aim of supporting the wellbeing and mental health of all staff.



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JOB DESCRIPTION

Job Title: Exams and Admissions Manager

Grade: SO1

Line Manager: Senior Leader for Exams

Job Purpose

To coordinate, organise and manage all aspects of internal and external examinations to ensure that they are quality assured so as to run efficiently and to the highest standard.

Main Duties /Responsibilities

Internal and External Exams

- Be responsible for ensuring all examination entries are made accurately and by the deadlines set.
- Ensure effective communication between examination boards, curriculum leaders, teaching staff, students and parents so that everyone is appropriately informed of requirements and acts accordingly.
- Ensure effective and secure systems for storage and retrieval for examination board materials and scripts.
- Ensure all deadlines, guidelines and procedures are followed as laid down by the examination boards.
- Liaise with HR Co-ordinator when recruiting new invigilators.
- Ensure new and existing invigilators are fully trained in their role, updating them on new procedures as appropriate.
- Ensure that the management of external invigilators and the associated administration in respect of these invigilators is in place, such as checking timesheets match bookings before authorisation for payment.
- Arrange for the invigilators to be organised and deployed as appropriate.
- Liaise with the Senior Leader with responsibility for examinations to ensure a solution for any exam clashes and make appropriate provisions for students.
- Work with the Compliance Officer and other appropriate colleagues to ensure that the arrangements for rooming, desks/chairs and seating plans for all year groups are in place and in accordance with the regulations.
- Oversee the collation of certificates for individual students.
- Ensure that individual variations from normal procedure, including appeals, dispensations and late entries are efficiently administered.



JOB DESCRIPTION

- Liaise with the Exams Access Arrangements Manager and SEN department to ensure that all SEN examination access arrangements or reasonable adjustments for eligible candidates are in place.
- Host monitoring visits from examination boards and act upon recommendations made.
- Be available in school during results publication weeks (2 weeks).
- Submit any examination re-mark requests and deal with any subsequent queries.
- Provide the Finance department with exam entries to ensure that the appropriate fees are paid.
- Ensure all procedures are in place during the exams and quality assure.
- Plan the schedules for the internal exams conducted at key stage 4 and 5.
- Ensure the organisation and supervision of internal examinations is done in a manner which reflects the exam regulations and mirrors them as closely as possible for year 11 and year 13 mock examinations.

11+ Entrance Exam

- To agree arrangements for the exam with the senior counterpart at North Halifax Grammar School.
- To ensure the entrance exam policy is reviewed and updated annually and published to all stakeholders.
- Ensure the accuracy and consistency of all publicly available information pertaining to this entrance exam (including the rules and regulations for the conduct of the exam).
- Ensure effective planning for the entrance exam has taken place:
 - Ensure that the exam papers are purchased, written and checked as appropriate.
 - Ensure the security of papers (electronic and paper copies) in order to maintain the integrity of the exam.
 - Ensure that quality assurance for the reproduction of papers is carried out.
 - Review the protocols for invigilators annually.
 - Ensure sufficient invigilators are recruited and trained.
 - Work with the SEN team to ensure all SEN exam access or reasonable adjustments are in place for eligible candidates.
 - Ensure that all exam accommodation is prepared in accordance with the requirements.



JOB DESCRIPTION

- Ensure that all exam personnel are fully briefed regarding their roles and responsibilities for the smooth running of the exam.
 - To post holder is expected be present on entrance exam days. In exceptional cases, when this is not possible this responsibility should be explicitly delegated to a senior colleague.
 - To report any problems or anomalies to the Head teacher and ensure their advice or instructions are followed to the letter.
- To oversee the procedures for the marking of papers and processing of results.
 - To support the Head teacher in the management of appeals.

In-year admissions tests for casual vacancies

- To oversee all arrangements for the testing for casual vacancies applicants.
- To evaluate the results, consult with Department Leaders, as appropriate and make recommendations to the Head teacher regarding admissions decisions.

Exams related to University Admissions

- To work closely with the school's UCAS Coordinator to manage and quality assure the provision of exams related to university admissions (BMAT, UCAT, Oxbridge tests etc.)

Other Duties

- Actively keep abreast of developments related to the role.
- To liaise with the Executive Leader to support the school's annual Prize Giving event by preparing in advance the certificates to be awarded to students on the evening.

We are committed to safeguarding children in all aspects of recruitment and selection. The appointment will be subject to pre-employment checks, including an enhanced DBS check.

Signed: _____ Name: _____ Date: _____

NOTES

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually and it may be subject to modification at any time after consultation with the holder of the post.
4. All staff participate in the school's performance management scheme.
5. All teaching staff are required to fulfil those duties described in the **"core job description for all teaching staff"**.
6. S/he shall undertake any other duties as reasonably requested by the Head Teacher and consistent with the overall level, nature and grading of the post.



PERSON SPECIFICATION

Qualities	Essential	Desirable	How Identified
QUALIFICATIONS	Education to A Level or Equivalent.	Accredited Training in Examination Administration.	Application form/Interview
	Evidence of administration, data management or examinations experience.		Application form/Interview
	Strong literacy and Numeracy Skills.	First Aid Qualifications or willingness to train.	Application form/Interview
EXPERIENCE & PRACTICE	Experience of organising, coordination or administering complex process in an educational environment.	Previous experience of working in an exam's office, or education environment.	Application form/Interview
	Experience of managing deadlines, schedules or large data volumes.	Experience of working with awarding body regulations.	Application form/Interview
	Experience of leading and managing staff.	Experience with managing access arrangements with SEND teams.	Application form/Interview
	Excellent understanding of the importance of confidentiality, integrity and compliance in exam administration.	Knowledge of 11+ Entrance Exam processes and protocols.	Application form/Interview
	Knowledge of safeguarding responsibilities in schools.	Awareness of regulations and procedures set by exam boards and JCQ.	Application form/Interview
	Understanding of data protection GDPR requirements.		Application form/Interview
PERSONAL QUALITIES & SKILLS	Organisational and planning skills with meticulous attention to detail.	Ability to work extended hours or flexible patterns during key examination periods.	Application form/Interview



PERSON SPECIFICATION

Ability to prioritise multiple tasks and meet strict deadlines.	Willingness to undertake further training as required.	Interview
Ability to interpret and implement complex regulations and procedures.		Interview
Strong communication skills with the ability to liaise effectively with staff, students, parents, exam boards and external partners.		Application form/Interview
Ability to train, supervise and quality assure the work of the invigilators.		Interview
Ability to remain calm, professional and solution-focused under pressure.		Application form/Interview
Commitment to maintaining high standards and ensuring exams run with integrity.		Application form/Interview
Self-motivated to be able to work independently.		Application form/Interview
Commitment to safeguarding, equality and the values of the school.		Application form/Interview



WHY APPLY TO CROSSLEY HEATH?

You will be joining a school which is all about putting staff and students first. There are numerous wellbeing initiatives and social events to enjoy each term.

We believe our staff are the school's greatest asset. We have signed up to the Education Staff Wellbeing Charter with the aim of supporting the wellbeing and mental health of all staff

Other benefits include:

- ✦ Free parking
 - ✦ Free access to onsite Fitness Suite
 - ✦ Automatic enrolment to the Teacher Pension Fund / Local Government Pension Fund ✦
- Excellent CPD programme

HOW TO APPLY

Applications must be made using the school's application form. The application form requires the names of two referees, one of which must be your current or most recent employer. If you currently work in a school, this should be from the Head teacher.

Closing date: 8.00 am on Friday 12 December 2025. Interviews will be held on Wednesday 17 December 2025. Applications should be submitted by the deadline via email to Gaynor Fisher, Office Manager, g.fisher@crossleyheath.org.uk

The School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. All staff are in a position of trust and therefore have a responsibility to promote and safeguard the welfare of children, young people and vulnerable adults in accordance with the nature of this post. The appointment will be subject to pre-employment checks, including an enhanced DBS check.



The leading school for educational **excellence**, where we nurture **happy** students with strong values so they all contribute **positively** to society.

