



LET
EDUCATION
TRUST

AMBITIOUS | INCLUSIVE | RESILIENT



Rhyddings

Exams and Data Officer
June 2025

Welcome from the CEO

Thank you for showing an interest in the post of Exams and Data Officer at Rhyddings. The LET Education Trust is a cross-phase multi-academy trust based in Lancashire with both primary and secondary schools as members.

We believe that every child deserves the best education and we create opportunities and experiences for all of them to reach their potential. Building 'cultural capital' is vital for our pupils and this occurs from reception up to year 11 through trips, activities, projects, events and residential, both at home and abroad. We are ambitious for our pupils, meaning we are always striving for excellence and supporting career aspirations through a culture of constant improvement.

Each of our schools is different and this is something we value and celebrate. The uniqueness of each school is supported by strong central services and a school-centred and approachable central team. Most colleagues work in one school but some work across a range of schools where their skills and abilities are needed.

Collaboration is key for LET schools and at the forefront of this is staff development. Joint INSET days with keynote speakers, middle and senior leader training and subject links occur across and between schools and phases. To ensure consistency of approach and sharing of good practice we have termly meetings for our safeguarding leads and our SENCOs, sharing this information is proving invaluable. All working groups to find the best ways to reduce workload for teaching and support staff are also in place for both primary and secondary phases. School to school liaison around transition is vitally important in ensuring our pupils arrive at secondary school with the necessary skills and helps to ensure a smooth start to year 7.

One of the strengths of the LET Education Trust is school improvement, with a range of high-quality SLEs able to provide support where it is needed, both within and beyond the Trust. We play a part in Initial Teacher Training as part of our remit through the Embrace SCITT. We have successfully trained primary and secondary teachers over the last 10 years with a large number employed locally and within the LET Education Trust.

If you have the highest standards of professional endeavour, integrity and ethics and would like to be part of our growing MAT, I look forward to receiving your application. You can find out more about our Trust at www.let-edu.org

Best wishes, Steve Campbell
Chief Executive Officer

Welcome from the Headteacher

We would like to extend a warm welcome from all pupils, staff, governors and trustees of Rhyddings. We serve the East Lancashire old mill town of Oswaldtwistle and surrounding area of Hyndburn. It has been at the heart of the community for over 90 years and although a smaller than average high school we cater for pupils from a diverse range of backgrounds. The school enjoys good transport links via the M65 corridor and adjoining networks of M6 and M66. We continue to work hard to prepare the young people we serve and help them realise and reach their potential, providing them with the very best educational experiences.

The school was inspected by Ofsted in January 2025 and was graded as 'Requiring Improvement' in all areas. This has given us a clear focus for the changes needed and with our new headteacher and deputy headteacher in place the work has already begun in a positive manner.

Pupils are well supported through our pastoral year and house continent system, with year group tutoring further supporting the child. This provides the care and guidance pupils need to perform well across the curriculum as well as healthy competition throughout the year.

We have an active extra-curricular programme and run a number of annual residential trips both here and abroad. Close links with the local rotary club provides access to bespoke programmes, community work and charitable activities. Pupils also have the opportunity to participate and complete their Duke of Edinburgh Bronze Award and some participate in the King's Trust programme. We have a three year KS3 and two year KS4, offering the EBacc, should pupils choose to do so as well as a range of vocational courses and strong post-16 and careers advice.

Should you wish to arrange a visit to the school, which we encourage, please contact Mrs Treasure, Operations Manager, on 01254 231051.

Yours faithfully, Mr D Lancaster, Headteacher



Are you a meticulous organiser with a passion for detail and a knack for transforming data into meaningful insights? Do you thrive in a fast-paced environment where your expertise directly contributes to pupil success?

At Rhyddings, a secondary school in the heart of Oswaldtwistle, we're seeking a highly organised and proactive Exams and Data Officer to play a pivotal role in the smooth and efficient running of our examinations and the effective management of our vital pupil data. This isn't just an administrative role; it's an opportunity to be the backbone of our assessment processes, ensuring accuracy and providing crucial information that empowers our teachers and supports our pupils to reach their full potential.

You are the ideal candidate if you possess exceptional organisational and administrative skills, with a proven ability to manage complex processes and prioritise effectively and are highly detail-oriented and possess a natural aptitude for accuracy, ensuring the integrity of our examination and data records.

At Rhyddings, you will be a valued and integral member of a supportive and dedicated team committed to pupil success. You will enjoy a varied and engaging role with opportunities to develop your skills and expertise and benefit from a positive and collaborative working environment where your contributions are recognised.



Your Opportunity to Excel: Exams & Data Officer for Precision & Progress.

- Permanent / Full Time / Term Time plus 10 days
- Grade 6 SCP 11 - 19
- Actual annual salary is £24,270
- Start date is to be confirmed
- Closing date: Wednesday 9 July 2025, 12 noon
- The interview date is to be confirmed.

To apply for this vacancy, please complete the application form available at www.let-edu.org/vacancies and return it with a covering letter. Your letter should clearly outline your suitability and relevant experience for the role. Please address your application to Mr D Lancaster, Headteacher. You can also find the job description, person specification, and wellbeing charter on the same website.

Applications should be returned to Kerry Pearce, on or before the closing date to pearcek@rhyddings.co.uk




Safeguarding at Rhyddings

Each school in our Trust has a Child Safeguarding Policy and procedures in place and is committed to safeguarding and promoting the welfare of all its pupils. Each pupil's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the school's policies and procedures, attend appropriate training, inform the designated person of any concerns and record any potential safeguarding incidents appropriately. Any offer of employment will be made conditional upon a satisfactory enhanced DBS check and barred list check. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

If you are shortlisted for the position you are applying for, you will be required to complete a self-declaration giving details of any relevant criminal offences and other relevant information relating to our safeguarding duty. Further information will be provided on that form and the recruiting officer will undertake an online search in accordance with KCSiE 2024.

Please be aware that references will be requested immediately after the shortlisted candidates have been selected to ensure they have been received prior to the interview. Personal email addresses will not be accepted for any referees and the recruiting officer will contact your employer to confirm your reference.



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