



New Mills School

Headteacher:
Mrs H Watts

Church Lane
New Mills
High Peak
Derbyshire
SK22 4NR

Tel: 01663 743284
Fax: 01663 745134
email: head@newmillsschool.co.uk
web: www.newmillsschool.co.uk

Exams and Marketing Manager
G8, PP 12-15 - £29,719 - £31,691 pro-rata.
Actual Salary - £26,753.52 - £28,528.92
Full Time (37 hours per week), Term Time plus 2 weeks (41 weeks pa)
To start as soon as possible

Join a thriving school rated 'Good' by Ofsted – Inspire Excellence in our students!

New Mills School is a small 11-16 secondary school in the High Peak, close to the stunning Peak District National Park, yet within easy reach of Stockport and Manchester.

Following a very positive Ofsted report rating us 'Good' in all areas, we are looking for an exceptional exams and marketing manager to join our team. Ofsted praised our ambitious leadership, high-quality teaching, and strong student attitudes to learning, and we are now seeking a focused exams and marketing manager to support our successful Faculties.

You will find New Mills School a warm, welcoming place, where we are proud of our inclusive ethos, high expectations, and strong sense of community. Our values—**Think Big, Do the Right Thing, and Team Spirit**—underpin everything we do. We believe in the power of education to transform lives and are looking for a exams and marketing manager who shares this passion.

This is an exciting opportunity for a dedicated and experienced Exams and Marketing Manager to join our committed administrative team. The successful candidate will ensure the integrity of all examination processes in school and full compliance with JCQ and awarding body regulations, as well as, leading all marketing and communications across the school. This role will require you to work in a student facing environment when supporting the administration of exams.

The role involves:

- To provide a smooth, efficient and secure administration of all external and internal examinations within the school.
- Ensure the integrity of all examination processes, manages exam entries and results, oversees invigilator recruitment, and ensures full compliance with JCQ and awarding body regulations.
- To work closely with the Data Manager and provide administrative support to the school.
- To lead all marketing and communications across the school.
- Ensure appropriate arrangements for students with approved access arrangements, liaising closely with the SENCo and relevant staff.
- Manage invigilator rotas, attendance, and payroll records.

We are looking for an individual who is able to prioritise workload and resolve issues that arise independently. The successful candidate will be confident, have a good general education and be able to build relationships quickly.

If you share our values, have a passion for supporting young people, and want to be part of a forward-thinking and ambitious school, we would love to hear from you.

Application packs may be obtained from, and should be returned to Pete Eckersley, Office Manager, New Mills School, Church Lane, New Mills High Peak, SK22 4NR, or via email to jobs@newmillsschool.co.uk or from the school website www.newmillsschool.co.uk.

If you would like to discuss the post further, or arrange a visit to the school, please contact jobs@newmillsschool.co.uk and this can be arranged.

New Mills School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

New Mills School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

The successful applicant's appointment will be subject to satisfactory pre-employment clearances including references and a Disclosure and Barring check.

Closing date is 12th January 2026 , no later than 09:00

Interviews will be held the following week, date/time tbc

Kind Regards



Heather Watts
Headteacher