



JOB DESCRIPTION

Job Title: Examinations & Attendance Officer
Grade: C1 SCP 12-17
Reporting to: Operations Manager

Job Purpose:

The purposes of this role are to:

- ensure the integrity of Leeds Mathematics School (LMaS) as an examination centre, overseeing the smooth running and administration of all examinations, tests, and controlled assessments.
- support student progress and well-being by monitoring attendance, improving student attendance and punctuality, liaising with parents/carers, and supporting pastoral colleagues to implement strategies to promote good attendance in line with LMaS' Attendance & Punctuality Policy.

Key Responsibilities:

Examinations

- Manage a full range of administrative tasks for the examination process, ensuring accurate and real-time records of examination entries for all students.
- Liaise with examination boards for the administration of entries, coursework requirements, conduct of examinations, results processing, and provide relevant statistical reports as required.
- Ensure all examination entries are submitted correctly and that any special requirements for students are communicated and met.
- Provide detailed and accurate examination timetables, including dates, times, venues, and candidate lists.
- Ensure all students, staff, and parents are aware of and comply with examination regulations and processes.
- Organise examination rooms, create seating plans, and arrange secure storage of examination materials in compliance with regulations.
- Recruit, train, and supervise exam invigilators to ensure proper exam procedures.
- Support students and staff on examination results days, handling queries and appeals where necessary.
- Maintain up-to-date procedures for external examinations and attend relevant training.
- Ensure certificates are checked and distributed appropriately.

Attendance

- Ensure the accuracy of the daily record of student attendance.
- Maintain an active, real-time presence monitoring lesson-by-lesson attendance throughout the day and respond dynamically to attendance gaps as they arise
- Ensure all teachers complete their lesson registers on time and follow up immediately on any missing registers.
- Monitor and respond promptly to discrepancies in student attendance throughout the school day, ensuring any unexplained absences are investigated and addressed in a timely manner.
- Ensure all Safeguarding matters related to attendance are recorded promptly and accurately on CPOMS.
- Monitor and analyse attendance data daily to identify areas of concern and support pastoral colleagues to take appropriate actions.
- Support pastoral colleagues to implement strategies that improve attendance and attainment.

GORSE

- Support pastoral colleagues in meetings with parents/carers and multi-agency meetings to support attendance improvement.
- Support pastoral colleagues to issue letters and communications regarding lateness, attendance concerns, and truancy.
- Support transition arrangements for students entering or leaving LMaS.
- Act as a designated first aider, responding to medical incidents as required and ensuring appropriate records are maintained.

General

- Communicate effectively with staff, students and parents and carers in written communication and on the telephone.
- Use IT applications and databases effectively to deliver high quality, prompt and efficient administration tasks.
- Have a commitment to collaborative and co-operative working.
- Work effectively as a team member, identifying opportunities for working with colleagues and sharing the development of effective practice with them.
- Work in other roles within the wider administration team as required.
- Perform other relevant tasks as directed by senior leaders.

Personal Responsibilities:

- Hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and GORSE Trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships and work in partnership with colleagues throughout GORSE.
- Engage willingly with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.
- Complete a.m., break, lunch & p.m. student supervision duties as required by the Principal.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six-month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support LMaS events.
- You must at all times support wholeheartedly the vision and purpose of Leeds Mathematics School, and the overall ethos and aims of GORSE.
- GORSE operates a No Smoking / Vaping Policy.

PERSON SPECIFICATION

Criteria	Essential/ Desirable
Qualifications	E/D
• Grade C/4 and above in GCSE English and Mathematics (or equivalent).	E
• Full, clean driving license	D
• A First Aid at Work qualification, or willing to work towards.	E
• Admin NVQ qualification.	D
Knowledge and Skills	E/D
• Strong communication and interpersonal skills.	E
• Good numeracy, literacy, and ICT skills, including proficiency in Microsoft Office.	E
• Familiarity with SIMS or another school MIS	E
• Understanding of school attendance policies and relevant government legislation.	D
• An in-depth knowledge of steps that can be taken to support students in improving attendance.	D
• Knowledge of the social, emotional, and mental health needs of young people.	E
• Ability to work on own initiative and meet deadlines.	E
• Strong organizational skills and attention to detail.	E
• Ability to work effectively under pressure and as part of a team.	E
• A passion for education and making a difference.	E
• Knowledge of legal processes regarding poor attendance.	D
Experience	E/D
• Previous work experience in an examination role.	D
• Experience working in a secondary school environment or with young people.	E
• Experience supporting students to overcome barriers to attendance and academic success.	D
• Experience working with external agencies to support young people.	D
• Experience within an attendance team in a secondary school.	D
Continuous Professional Development	E/D
• Evidence of commitment to Continuing Professional Development	E
Other Conditions	E/D
• Enhanced DBS Clearance	E

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.