



***Exams and Attendance Lead  
Required as soon as possible***

Dear Sir / Madam,

Thank you for your interest in our Exams and Attendance Lead job vacancy. I do hope that the information within this pack is sufficient.

This is a crucial role for the school, it offers the successful candidate the perfect opportunity to become involved in the learning, welfare and success of young people. The ability to work as a team and learn new skills is more important than specific previous experience.

The Market Bosworth School is very proud of its students and staff. We have excellent academic standards and work hard to create a safe and enjoyable learning environment for all. We are one of just 18 secondary schools nationally to have been awarded Lead school status for the DFE Behaviour Hub programme.

We have been recognised as an "Outstanding" school by Ofsted 3 times in 2009, 2012 and most recently in 2018. In 2019, we were named as the best state-funded school in Leicestershire by the "Real Schools Guide". This is an exciting time for our school as we build on our now established GCSE achievements of the last 7 years. In 2022, 75% of our students passed both Maths and English at grade 5 or higher, and exceptional progress was made across the year group.

We are ideally placed for commuting from a wide area, being situated about twenty minutes from Leicester in the rural and picturesque village of Market Bosworth. Whilst the majority of our staff live within Leicestershire, we have a number who commute daily from Warwickshire, Derbyshire and Staffordshire.

We welcome and encourage visitors to school. Please feel free to contact Katie Reynolds on [kreynolds@tmbs.org.uk](mailto:kreynolds@tmbs.org.uk) for an informal tour, or more information should you wish. The closing date for applications is Monday 26<sup>th</sup> September (9am). Interviews will take place on Thursday 29<sup>th</sup> September.

Applications are encouraged via email where possible. Please include a covering letter, application form and completed equal opportunities form.

Thank you

Stuart Wilson  
Principal

**Assistant Principals:** Gary Marshall, John Slattery, Emma Ferreri. **Academy Business Director:** Bianca Farrell



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Job description / Personal Specification  
Application Details and Interview date

**Job advert:**

**Exams and Attendance Lead**

The Market Bosworth School is seeking to appoint an outstanding Exams and Attendance Lead to join our team. The successful candidate will play a vital role in the success of our school and will be integral to supporting our students.

The Market Bosworth School is very proud of its students and staff. We have excellent academic standards and work hard to create a safe and enjoyable learning environment for all. We have been recognised as an "Outstanding" school by Ofsted 3 times in 2009, 2012 and 2018. This is an exciting time for the School, as we build on our now established GCSE achievements of the last 7 years, where we have consistently achieved results within the top 10% of all schools nationally. In 2022, 75% of our students passed Maths and English at grade 7 or higher.

This is a crucial role for the school, it offers the successful candidate the perfect opportunity to become involved in the learning, welfare and success of young people. The ability to work as a team and learn new skills is more important than specific previous experience.

For further details, including pay and hours, please visit [www.tmbs.leics.sch.uk](http://www.tmbs.leics.sch.uk)

The Market Bosworth School is committed to safeguarding and promoting the welfare of children. [https://www.tmbs.leics.sch.uk/docs/policies/Child\\_Protection\\_policy.pdf](https://www.tmbs.leics.sch.uk/docs/policies/Child_Protection_policy.pdf) Applicants must be willing to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service.

**Closing date:** Monday 26<sup>th</sup> September (9am).

**Interviews to take place:** Thursday 29<sup>th</sup> September

**Contact:** Stuart Wilson, Principal, The Market Bosworth School, Station Road, Market Bosworth, Leicestershire. CV13 0JT, Telephone No. 01455 290251

***"Pupils are polite, well-mannered and respectful. Low-level disruption in lessons is extremely rare. Pupils' behaviour around school is exemplary." - Ofsted 2018***

**Assistant Principals:** Gary Marshall, John Slattery, Emma Ferreri. **Academy Business Director:** Bianca Farrell



## School Overview

The Market Bosworth School is a wonderful place for students to learn and an inspirational school to work within.

Our most recent Outstanding report was in March 2018, during an unexpected monitoring inspection where it was confirmed that *"You have maintained an outstanding quality of education in all aspects of the School"*.

Academic GCSE achievement and progress has consistently been within the top 10% of all schools since we first converted from a 11-14 school to an 11-16 school in 2014. Our most recent results place us well within the top 5% of all schools nationally on all key government measures. Whilst our academic results have always been exceptional, it is our commitment to the wider curriculum and personal development that we are most proud of.

Currently, we have 830 students and approximately 105 staff. Our rural and pleasant village setting belies our mixed comprehensive intake. Only a very small proportion (approximately 60) of our students live in Market Bosworth, reflecting the older age demographic of the village itself. Other students travel up to 10 miles from a wide and diverse geographical area, including around 100 from Leicester City. In September 2022, we welcomed students from 29 different Primary Schools, with just 7 being our official "catchment" feeders.

Deprivation factors that influence our students are mixed due to that wide geographical intake, but many face issues that would not be expected given our school's location. For example, nearly a quarter of our students live in the worst national category (out of 10) for the "housing and services" deprivation measure. This is 6 times the Leicestershire average. The villages that feed into the school range from larger villages such as Newbold Verdon, Ibstock and Desford, to smaller communities such as Witherley and Sheepy Magna



***"Teachers have excellent subject knowledge and use this to plan activities which inspire and motivate pupils. As one pupil commented, 'We just enjoy feeding off our teacher's energy.'" - Ofsted 2018***

**Assistant Principals:** Gary Marshall, John Slattery, Emma Ferreri. **Academy Business Director:** Bianca Farrell

Station Road Market Bosworth Warwickshire CV13 0JT

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## Our Mission

"Educating with care to encourage success for all."

## Our Vision

- The Market Bosworth School is committed to providing the skills and knowledge that will allow learning to be part of a lifelong process, ensuring our students grow into ambitious young adults who are excited about the world around them.
- We are committed to raising standards for all our students, promoting the highest possible achievements, regardless of background or ability.
- We strive to educate with care to enable all students to realise their full potential, both academically and socially.
- We aim to work with students, staff, parents and the community to provide a safe and happy learning environment.



We set Strategic Aims each year that support our Mission and Vision. They form the basis of our annual School Improvement Plan and Self Evaluation where necessary.



We place great emphasis upon developing the whole person through the breadth, balance, and range of our curricular and extra-curricular experiences. Extra-curricular activities include residential trips to Le Touquet, Normandy, Berlin and Bormio (Skiing).

Curriculum enrichment has included debating competitions, sports festivals, vocational visits and theatre visits, alongside day trips to The Skills Show, Oxford University and The Big Bang Science Fair.

***"The curriculum provides ample opportunities for pupils to develop their understanding of fundamental British values. They understand diversity and recognise that others may hold values that differ from their own. Pupils are provided with opportunities to develop leadership skills, for example as peer mentors. Pupils enjoy and appreciate these roles. The curriculum ensures that pupils understand how to keep themselves safe in a variety of situations." Ofsted 2018***

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## **Job Description**

**Post Title:** Exams and Attendance Lead

**Responsible to:** Assistant Principal (Progress and Attainment)

### **Working hours and pay:**

35 hours per week

39 weeks plus one additional week during school holidays

Pay grade 9. £25,932-£28,152 per annum

Actual pay £21,431 to £23,266

### **Job Purpose:**

Under the direction of the Assistant Principal, manage the complete exams process, covering internal and external examinations and adhering to national regulations and guidelines. To monitor student attendance and work with staff, students and parents to improve student attendance levels.

### **Functional Relationships:**

Teaching staff, invigilators, SENDCO, Admin/Finance staff, senior leadership Team, students, other support staff as required and examining bodies.

### **Main Duties and Responsibilities (Exams):**

1. To enter all students for examinations as required throughout the year and issue lists of entries for departments to check.
2. To be responsible for discussions regarding the setting of the exam budget. Monitoring of exams expenditure during the year including invigilation costs.
3. Send entries to examination boards
4. Liaise with all examination boards used by the school.
5. Prepare and distribute all statements of entry and amendments.
6. Maintain all examination records.
7. Organise all examinations, including mocks, modular and internal tests throughout the year. Prepare examination timetables. Arrange and check examination rooms including candidate numbers.
8. Oversee the receipt and checking of, security of and storage of examination papers and materials. Ensure examination regulations are met.
9. Manage any emergencies on the days of external examinations in the interests of candidates and process any reports to the examination boards on lateness, misconduct or sickness.
10. Responsible for the dispatch of completed exam papers to examiners as directed by awarding bodies.
11. Liaise with the SENCO and Middle Leaders regarding arrangements for SEN candidates. Prepare special consideration forms.
12. Act as a reference point for all staff, students, examination boards and others.
13. Make arrangements for the collection of exam fees where appropriate.

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14. Download exam results from examination boards.
15. Organise the distribution of examination results on designated days, ensuring confidentiality of data under Data Protection Act.
16. Prepare statistics for use by the school and other relevant parties.
17. Oversee the arrangements for the recruitment and deployment of casual invigilators and staff.
18. Attend exam meetings externally and at conferences.
19. Develop the role undertaking varied relevant administration tasks where appropriate.

There is an expectation that the post holder will work some holiday hours to accommodate results period. During busy exam periods the ability to be flexible is important. Finishing time to be governed by end of daily exams – time accrued can be used in holiday periods with agreement of the Assistant Principal

### **Main Duties and Responsibilities (Attendance):**

20. To administer a daily attendance and punctuality check each morning and contact home by phone if students are not in school.
21. Communicate growing concerns to the Education Welfare Officer to initiate further action.
22. Liaise with Pastoral Leaders and Form Tutors about concerns they may have about poor attendance and punctuality.
23. Make and maintain contacts with parents/carers of students causing concern and work together to put strategies into place to encourage students to improve attendance and punctuality.
24. Produce attendance reports and follow up unauthorised absences on a weekly basis.
25. Produce a weekly summary of attendance data for the Pastoral Leaders and staff bulletin.
26. To attend parents' evenings to support and promote excellent student attendance and punctuality.
27. To meet regularly with the school Education Welfare Officer to review school data.

### **Generic responsibilities and duties**

- To play a full part in the life of the school community, to support its vision statement, Staff Code of Conduct, ethos and policies, encouraging staff and students to follow this example.
- Ensure that you understand and comply with School Health and Safety Policies by following the relevant procedures that are in place;
- Read, uphold and promote the safety and well-being of students as set out in school safeguarding procedures.
- Promote high standards of personal professional conduct in accordance with the Staff Code of Conduct.
- Be aware of and comply with all school policies, including procedures relating to child protection, health, safety and security, data protection and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Work effectively as part of team.
- Attend relevant meetings, as required.

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**Principal:** Stuart Wilson  
**Vice Principal:** David Beckitt



## Personal Specification – Exams and Attendance Lead

<b>ESSENTIAL</b>	<b>DESIRABLE</b>
High standard IT skills including Software packages i.e. Microsoft Office Highly organised Able to multi task	Evidence of working with or knowledge of Electronic Data Transfer and SIMS software
Good general education – minimum 5 GCSEs or O Levels including English and Maths or similar	Evidence of further learning  Relevant training within Exams management or a similar field
Excellent communication and interpersonal skills.  Able to develop good relationships with staff, students and other stakeholders	Evidence of working with pupils and other stakeholders
Proven planning skills  Able to predict need	Ability to think strategically about room, resources and staffing allocation
Self-motivated, ability to work on own for much of the time	Evidence of using own initiative
Ability to work under pressure and react calmly to confrontation	Evidence of meeting deadlines and ability to prioritise
Able to be totally confidential and discreet	
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010	

### Personal qualities

- ✓ Well organised
- ✓ Diligent
- ✓ Honest and hard working
- ✓ Good sense of humour,
- ✓ Friendly positive manner
- ✓ Loyal

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### **Safeguarding**

We are committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to behave in such a way that supports this commitment. The recruitment process is robust in seeking to establish the commitment of candidates to support the school's measures to safeguard children and to identify, deter or reject people who might pose a risk of harm to children or are otherwise unsuited to work with them. As this post is required to work in "Regulated Activity" an enhanced DBS with a Barred list check is essential. It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children (KCSIE 2022). Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. All applications will be considered on their merit and the post will be offered subject to satisfactory pre-employment checks.

### **Data Protection**

Should you be unsuccessful with your application, the school will confidentially destroy your application form after six months of its submission. If you are successful in your application, this information will be kept securely as part of your personal employment record.

### **References**

Applicants must provide the details of two referees. One reference should be from your current employer or if unemployed, your last employer. Where possible, references should be from separate sources and not from the same organisation or employer. All referees should have known you for at least one year or more and cannot be from a spouse, partner, friend or relation or from someone with whom you live. The school will contact referees for verification. Please ensure that you have permission to provide their details on the application form and note that references will be sought prior to interview for all shortlisted candidates.

### **Equal Opportunities**

We are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justified.

### **Application details and Interview dates:**

**Closing date:** Monday 26<sup>th</sup> September (9am).

**Interviews to take place:** Thursday 29<sup>th</sup> September.

Please complete an application form and send this, together with a covering letter to:

**Stuart Wilson, Principal,  
The Market Bosworth School,  
Station Road,  
Market Bosworth,  
Leicestershire. CV13 0JT**

Applications are preferred via email to [office@tmbs.leics.sch.uk](mailto:office@tmbs.leics.sch.uk)

If posting via royal mail please ensure you add sufficient postage for your application.

For further information, please contact Katie Reynolds, PA to Principal, on 01455 290251

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