

## Join Our Team

**Role** Exams and Admissions Manager

SO1/SO2 (£31, 273 to £35,558)

Leeds City Academy





# Principal's Welcome

We are delighted that you are considering joining Leeds City Academy.

We are at an exciting stage in our journey. As one of the most rapidly improving schools in West Yorkshire, we are driven by a clear moral purpose: to secure the very best for every student – academically and through exceptional personal development. Our 'In Partnership' ethos is the foundation of our success. It shapes how we lead, how we teach and how we work together. We are proud of the culture we have built – ambitious, inclusive and rooted in high expectations for all.

In December 2024, Ofsted recognised the strength of our academy:

"Pupils thrive at this happy and inclusive school. They know that the school dedicates itself to helping them to become the best that they can be."

Inspectors also noted:

"Pupils rise to the very high expectations the school has for them. Their behaviour is impressive. They conduct themselves very well in lessons."

These outcomes reflect the commitment and expertise of our staff. We invest in our people, champion professional growth and value collaboration at every level.

If you are passionate about transforming life chances, thrive in a values-driven culture and want to make a genuine difference, we would be delighted to hear from you.



Richard Chattoe *Principal*  
Leeds City Academy



# About Leeds City Academy

We are a vibrant and ambitious secondary school, proud to be part of the White Rose Academies Trust. We serve a richly diverse community and are committed to delivering a high-quality education alongside outstanding personal development.

In recent years, the academy has undergone significant transformation, driven by strong leadership, clear systems and consistently high expectations. Today, our culture is calm, purposeful and aspirational.

Our community reflects the diversity of modern Leeds. The scale of this diversity, including the number of students on roll, languages spoken, nationalities represented and the proportion of students with English as an additional language, is illustrated below. We see this as a strength that enriches learning and broadens horizons.

At the heart of the academy is our 'In Partnership' culture. It underpins our relationships with students, families and colleagues and ensures that collaboration, respect and ambition remain central to all that we do.

Leeds City Academy is a school where staff are supported to develop, students are encouraged to excel and high standards are the norm. We are proud of how far we have come and ambitious about where we are going next.



LCA in  
Numbers  
—  
Proud to be  
Diverse

1000

Students  
educated every  
day at Leeds City  
Academy.

110

Languages  
spoken by our  
diverse student  
body.

74%

Of students are EAL  
(speak English  
as an additional  
language).

66

Ethnicities  
embraced and  
celebrated at our  
academy.

47

Nationalities  
contribute to our  
rich and diverse  
cohort.

# Job Description and Person Specification

**Post Reference:** 2838

**Job Title:** Exams and Admissions Manager

**Academy Name:** Leeds City Academy

**Grade:** SO1 / SO2 (Actual Salary £31,273 to £35,558)

**Hours:** 37 hours per week, term time only plus 15 days

**Accountable to:** Data and Systems Leader

## Job Description

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### Role:

In this role you will manage the effective, accurate, secure and timely management of the examination and admissions processes.

*NB: All post-holders at the White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the academies. Keeping Children Safe in Education and the guidance for Safer Working Practices directs the work of every adult working at or associated with the White Rose Academies Trust.*

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### Duties and Responsibilities:

#### Examinations:

You will undertake the administration management of all internal and external examination arrangements and the management of invigilators. You will arrange all examination processes including:

- Confirm student examination entries, including consultation with all examination boards and subject leaders
- Liaise with the Special Education Needs Coordinator (SENCO) to provide appropriate access arrangements for students
- Apply for special consideration where necessary
- Timetabling: including spaces, rooms and re-rooming implications
- Ensure examination regulations set out by JCQ are known and applied by all staff.
- Prepare all key rooms and spaces
- Contribute to presentations to examination year groups to outline regulations and expectations
- Administer the start and end of examinations
- Communicate with all students and parents including preparation and distribution of whole academy and personal examination timetables
- Co-ordinate related Continued Professional Development (CPD) for examination invigilators
- Manage the examination budget, including approving invoices for payment
- Co-ordinate and distribute student examination certificates to all students
- Co-ordinate a high-quality examination results day
- Oversee accurate record of examination entries, re-mark requests and results
- Manage and train invigilators to support all examinations and ensure all DBS checks remain compliant by utilising invigilators on a termly basis

- Support with planning and co-ordinating heritage language examinations with key leaders and English as an Additional Language (EAL) staff

## **Admissions**

- Manage the admissions processes through liaison with senior leaders, children's services, fair access panel and key academy staff
- Oversee the admission of new students in the Academy
- Work with the Senior Leadership Team to plan and run the Reconnect Programme
- Oversee communication and liaison with parents, students, and related school to ensure all information about students is accurately captured or provided prior to entry or departure
- Provide parents/students with key information about academy policy, expectations, and timetable
- Ensure all incoming students receive a high-quality induction process including meeting with the Principal, Connect or Re-connect induction, tour of academy and other key elements. Provide high-quality CPD and the quality assurance of this process.
- Support EAL testing as appropriate
- Support baseline CATS testing
- Ensure all admission packs are kept up to date and easily accessible
- Ensure all Year 7 pre-admission data is quality assured and accurately transferred to the preadmission group on Arbor from the admission transfer file
- Be responsible for the prompt and accurate admittance of new Year 7 intake from the preadmission group on Arbor at the beginning of each academic year.
- Ensure all in year student admission data is quality assured and promptly and accurately recorded onto Arbor from admission paperwork
- Regularly provide information to the Principal, Business Manager and Data and Systems Leader to ensure student numbers are accurate and feature as part of census and business planning/reporting.

## **Timetabling**

- Work with the Assistant Principal to contribute to the design and implementation of the timetable.
- Work with Directors and Subject Leaders, to manage processes and key academy administrative staff/systems to ensure timetables and class sets are prepared for students prior to, and during each academic year.
- Ensure the maintenance of accurate class/set lists, teacher deployment and room allocations throughout the year
- Oversee the preparation of a revised timetable and deployment of staff during Year 11 examinations and study leave
- Ensure the allocation of rooms and spaces are provided to ensure the smooth and effective running of pre-planned days such as curriculum drop-down, training days and Academy visits/events in conjunction with other users of the premises.

## **Data**

- Support the integrity of all student data in the Management Information System (Arbor)
- Support the administration of the school's student assessment cycle including the administration, production, and dissemination of student report

- Support data transfer between systems (e.g. SISRA) to allow for the accurate analysis of progress data
- Support with the preparation of the school census ensuring key student indicators and information is accurate to optimise income.
- Assist with the examinations results analysis process on results day in August
- Coordinate any testing of students such as reading tests, CAT tests, etc.

### **Management Information System - Arbor**

- Support with maintaining the accuracy of information on the management information system within the academy including student data including attendance, behaviour, attainment, and basic details.
- Support with the start and end of year procedures within Arbor, ensuring information is accurate and accessible for staff.
- Support with a range of data reports as required by middle and senior leaders.
- Support with the preparation of the school census ensuring key student indicators and information are accurate to optimise income.
- Support with maintaining and ensuring the levels of authorisation on the management information system are compliant with GDPR.

### **Additional Duties**

- Support the academy business function as and when required including the support staff holiday rota.
- Carry out morning, break, lunch and after school duties as required by the leadership team.
- Carry out any other duties as directed by your line manager and the Principal.
- Assist with whole school and afterschool events including, Open Evening, Transition Evenings and Parents Evenings.

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### **Equal Opportunities:**

- Promote equality of opportunity so that all children, young people, and families can access and benefit from our Trust.
- Support the wellbeing, safety, and success of all students and young people, enabling positive educational and life outcomes.

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### **Professional Responsibilities**

- Uphold the professional standards expected of all academy staff in all interactions with colleagues, students, parents/carers, and the wider community.
- Act in accordance with the values, aims, and mission of the academy and White Rose Academies Trust.

- Contribute positively to the continuous improvement of the academy and to personal professional development through participation in training, meetings, appraisals, and by sharing ideas for improvement.
- Work collaboratively as a positive and supportive member of the team, recognising when to seek advice, guidance, or support.
- Apply academy and Trust policies and procedures consistently in all aspects of the role.
- Engage in reflective practice and appropriate continuing professional development (CPD) to improve effectiveness and maintain high standards.
- Contribute to the wider life, ethos, and objectives of the academy, including attendance at relevant meetings, training days, and events as required.

### **Safeguarding, Compliance and Conduct**

- Comply with all academy and Trust policies and procedures, including those relating to safeguarding and child protection, health and safety, security, confidentiality, and data protection, and report any concerns promptly to the appropriate person.
- Take responsibility for safeguarding children and young people and for promoting their welfare, in line with statutory guidance and academy procedures.
- Maintain appropriate professional boundaries and conduct at all times.

Whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks can be identified. The job description may be amended by the Principal or Accounting Officer to reflect or anticipate changes to the role, commensurate with the grade and job title.

The post-holder may be required to undertake additional duties, as reasonably requested, to ensure the effective operation of the academy.

The Governors and Principals of White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and to ensuring that safer recruitment practices are in place.

White Rose Academies Trust values diversity and seeks to create a workforce that reflects the communities it serves. Applications are welcome from all individuals regardless of sex, sexual orientation, race, religion or belief, marital status, age, or disability.

White Rose Academies Trust expects all staff and volunteers to share this commitment. Appointments will be subject to Safer Recruitment procedures, including an enhanced Disclosure and Barring Service (DBS) check. A criminal record will not necessarily prevent employment; this will depend on the nature of the offence and the circumstances.

This role involves contact with children and constitutes regulated activity. It is an offence to apply for this role if you are barred from engaging in regulated activity relating to children.

## Person Specification

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It is essential that the candidate should be able to demonstrate the criteria for the post within the context of the specific duties and responsibilities of the role: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements. Candidates are not required to meet all the desirable requirements, however these may be used to distinguish between acceptable candidates.

**You should be able to demonstrate that you meet the following criteria which are all essential:**

E = Essential D = Desirable

**Measured by:**

A = Application Form

T = Test/Exercise

P = Presentation

I = Interview

R = References

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### Qualifications

<b>E</b>	High level of numeracy & literacy, with GCSE English and Mathematics (Grade 4/C or above)	<b>E</b>
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### Knowledge and Experience

<b>E</b>	Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application	<b>A I R</b>
<b>E</b>	Knowledge, understanding and commitment to safeguarding and promoting the welfare of students	<b>A I R</b>
<b>E</b>	Ability to form and maintain appropriate relationships and personal boundaries with students	<b>A I R</b>
<b>E</b>	Proven database experience with emphasis on reporting, information management, analysing trends and data presentation	<b>A I</b>
<b>E</b>	Knowledge of school information and data systems	<b>A I</b>
<b>E</b>	Good working knowledge of school MIS (SIMS/Arbor) and relevant modules (Assessment Manager/Exams)	<b>A I</b>
<b>E</b>	Experience of the education sector in a secondary environment	<b>A I</b>
<b>E</b>	Up to date knowledge of the public examinations process including the relevant policies, codes of practice and awareness of relevant legislation	<b>A I</b>
<b>E</b>	Proven database experience with emphasis on reporting, information management, analysing trends and data presentation	<b>A I</b>
<b>E</b>	Knowledge of school information and data systems	<b>A I</b>

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### **Skills and Competencies**

<b>E</b>	Excellent interpersonal skills and communication skills both written and verbal	<b>A I</b>
<b>E</b>	Excellent IT skills	<b>A I</b>
<b>E</b>	Knowledge of the school examination process	<b>A I</b>

### **Behavioural and Other Characteristics**

<b>E</b>	Respectful towards all students, with total belief in their entitlement to a high-quality education, whatever their circumstances and ability	<b>A I</b>
<b>E</b>	Committed to raising standards of achievement and attendance to all students	<b>I</b>
<b>E</b>	Committed to the principles of the academy programme	<b>A I</b>
<b>E</b>	Possess personal integrity, warmth, and a willingness to grow and learn	<b>I</b>
<b>E</b>	Commitment to the education of the 'whole child,' i.e., social, emotional and citizenship development	<b>I</b>

White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced DBS check.

Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age, or disability.

# Application process

1

## Complete Application Form

Click Apply Now and complete the form via Every, including your full employment history.

2

## Application Reviewed

Your application will be reviewed against the person specification and role criteria.

3

## Shortlisting

The panel confirms shortlisted applicants.

4

## Interview invitation

Shortlisted candidates will receive details of the interview process and day.

8

## DBS Application

Complete your DBS application and pre-employment health questionnaire via our 3rd party providers.

7

## Next Steps from HR

HR will contact you about pre-employment checks and any missing documents or history queries.

6

## Appointment Confirmed

You'll be contacted after interview. If successful, confirm acceptance for your HR offer.

5

## Interviews

Attend the interview with three original IDs and your listed qualifications, with your completed self-disclosure form.

9

## Employment Checks

HR complete all remaining pre-employment checks including overseas and employment gap history.

10

## Checks Reviewed

Once complete, checks are reviewed against our statutory and legal obligations.

11

## Start Date Agreed

Your line manager will agree a start date with you. HR will then issue your contract.

12

Welcome to the Team!



## My WRAT Journey



2004  
Teaching Assistant

2010  
Year Manager

2016  
Associate Assistant Principal

2019  
Assistant Principal

2025  
Senior Assistant Principal



“I am incredibly proud to work in education and to be part of a team that truly believes in every student’s potential. I am passionate about showing young people that resilience and determination can open every door.”

**Alicia Manners** *Senior Assistant Principal:  
Behaviour & Attitudes*

# Staff Benefits



## Flexible Working

We offer flexible arrangements including term-time only, part-time, and job share opportunities.



## Employee CycleScheme

Purchase a bike and accessories through our salary sacrifice scheme for a healthier, greener commute.



## Annual leave entitlement

On top of 25 days annual leave, plus bank holidays. Support staff receive an extra 5 days after 5 years' service.



## Supporting staff discounts

We support all education staff in accessing Discounts for Teachers, Teacher Perks and Blue Light Card.



## Pay awards

Benefit from nationally agreed terms, including STPCD or NJC Green Book, as well as the Real Living Wage.



## Eye test vouchers

Free eye tests and up to £69 towards glasses are provided for Display Screen Equipment (DSE) users.



## Employee pension scheme

Staff are automatically enrolled in either the Teachers' Pension Scheme or LGPS.



## Free flu jabs

To keep our staff safe and protected we offer free flu jab vouchers to all employees across the trust.



## Real Living Wage

The trust is proud to confirm that we pay all staff in line with the real living wage £13.45ph.



## Car Parking

We ensure all colleagues benefit from free on-site parking at all four of our academy sites.



## Employee TechScheme

Salary sacrifice is available to purchase the latest tech after probation.



## Family Friendly Policies

We support work/life balance with family-focused policies, including emergency and special leave.



# Staff Wellbeing



## Employee Assistance Programme

All staff and families can access Health Assured's confidential wellbeing support service with app access.



## Mental Health First Aiders

Whether you just need someone to talk to, or you're facing emotional challenges, our MHFAs are on hand.



## Headspace

Free access to Headspace to support mental health with meditation and mindfulness tools.



## Dedicated Wellbeing Reps

Reps are here to listen to colleague feedback and organise wellbeing initiatives tailored to each academy.



## Wellbeing Wednesdays

No more hump day slumps with our midweek breakfast for all staff, served from 7:45am in our refurbished canteen.



## Colleague Recognition Schemes

We have a variety of schemes that allows our staff to be recognised and thanked for their hard work.





## My WRAT Journey



- 2020  
Teacher of English
- 2021  
Assistant Director of English
- 2023  
Director of English
- 2025  
Associate Assistant Principal

"It's energising working with colleagues who genuinely care about what they do for the communities we serve. The career development I have had as part of the WRAT has been amazing. I really enjoy seeing how my ideas are heard, valued and are making a difference for my colleagues and the young people we teach."

**Vicki Thomas** *Director of English & Associate Assistant Principal*

## What our people say...

"My experience at Leeds City Academy has been a very good one and I have felt really supported from when I started here by a very good pastoral team, I feel like I have thrived since year 7 and I am proud to be part of a very diverse cohort of students."

**Dante** *Year 9*



"I joined the Trust as a Project Officer, but once I got to know the students, I wanted a role working closely with them and the pastoral team. LCA and the Trust supported me every step of the way, and I now love my role as Safeguarding Officer and non-teaching governor."

**Phoebe Horsman** *Safeguarding Officer*



"I initially joined through an external organisation on a temporary basis. From day one, I felt part of the team, so when the opportunity came up to interview for a permanent role, I didn't hesitate."

**Anthony Taylor** *Student Support Worker*



# Proud to be part of the White Rose's Academies Trust



## Alder Tree Academy Primary

Alder Tree Primary is a unique inner-city school in Leeds with 420 pupils. We help every child reach their potential through engaging lessons and strong pastoral support and are proud to be nationally recognised for supporting disadvantaged pupils.

**Ofsted** "The school values epitomise the school's determination that every pupil will reach their full potential."

Our core values are: **Believe, Belong, Become**



## Leeds City Academy Secondary

A vibrant inner-city school in Woodhouse with over 1,000 students from diverse backgrounds. A recent £8.5 million investment has enhanced facilities, supporting growth and improvement, while students and staff work proudly together to achieve even more.

**Ofsted** "Pupils thrive at this happy and inclusive school"

Vision Statement: **Working In Partnership**

Our core values are: **Aspirational, Caring, Professional, Respectful, Resilient and Tolerant**



## Leeds East Academy Secondary

Leeds East Academy is a vibrant, diverse school in Seacroft, housed in a £14 million building. With the ambition of 'Everyone Exceptional', we support students to excel academically and personally, while fostering high standards and strong support for all staff.

**Ofsted** "The school nurtures pupils so they have the self-belief and resilience to succeed"

Vision Statement: **Every Child Can**

Our core values are: **Resilience, Integrity, Trust, Ambition**



## Leeds West Academy Secondary

Known for its welcoming atmosphere and Performing Arts specialism, Leeds West Academy unites and inspires our community through education and opportunity. With a broad, ambitious curriculum and strong pastoral support, every student can reach their full potential, while staff are supported to thrive in a nurturing, high-standard environment.

**Ofsted** "A happy and inclusive school"

Vision Statement: **Evolving Excellence**

Our core values are: **Care, Commitment, Community**





