# ADMINISTRATION ASSISTANT (EXAMS)

# ROLE DESCRIPTION

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| Job title & Grade | Administration Assistant(Exams)Grade 5 |
| Reporting & Communication | HeadteacherSchool Business LeaderExams Officer  |
| Hours | Full time 37 hours per week worked over 5 days, Monday to FridayTerm time only (193 days) + up to 10 days (6 days to be worked in the summer holidays to align with the GCSE and A Level result periods, up to 4 days during other school holiday periods. *In addition, flexible hours will be required during specific exam seasons. Additional hours are accrued and recovered via time-off-in-lieu and/or overtime payment. Notice will be provided by the Exams Officer regarding when these additional hours are required.*  |
| Annual Leave | Term time only (193 days), incorporating pro rata annual leave entitlement and bank holidays |
| Probationary Period | 6 months from date of appointment |
| Job Purpose | Reporting to the Exams Officer, the Administration Assistantfacilitates administrative aspects of the exams process. |
| Additional Duties | None.  |
| General | The list of duties is not exhaustive and may be subject to other duties commensurate with the role. |
| Confidentiality | All employees are required to maintain confidentiality regarding any information about students and employees.  |
| Checks | This post is required to undertake a DBS check |
| Role Description | This role description is subject to review and change from time to time |
| Main Duties | Under the direction of the Exams Officer, the main duties of the Administration Assistantare as follows:Liaison with Invigilators* Act as a point of contact for invigilators.
* Assist the Exams Officer when recruiting and inducting invigilators.
* Draft timetables for invigilators and share information with them regarding individual exam arrangements for identified students.
* Distribute timesheets, ID cards and fobs to invigilators.
* Schedule and assign invigilator shifts during exam seasons maintaining communication with invigilators to ensure all requirements are staffed appropriately.
* Attend annual invigilator training and meetings led by the Exams Officer and other members of the senior team.

Planning and Preparation* Support the Exams Officer in ensuring school procedures are compliant with the Joint Council of Qualification (JCQ) and other key documents and guidelines.
* Work with the Exams Officer to produce seating plans and timetables for the exam periods.
* Use seating plans and exam timetables to plan invigilation requirements.
* Use information provided by teaching staff to create course management sheets and exam timetables.
* Produce documents/spreadsheets and information booklets in advance of the exam seasons, as required.
* Administer the receipt and secure storage of exam papers, in line with prescribed guidelines.
* Check all papers have been delivered prior to the exam and contact the exam boards if they have not.
* With assistance from the Site Team, support the Exams Officer with organisation of exam rooms including putting up notices and checking room set ups.
* Check exam rooms include student ID cards and exam papers.
* Oversee passing of non-examination assessment materials from teaching staff to exam moderators in line with prescribed guidelines and deadlines.

Examination Days* Prepare exam boxes and information for invigilators.
* Check that registers and seating plans are completed and that stationery and radios are available for invigilators and the exams team.
* During exams, monitor attendance and respond to issues or queries as they occur. Refer to the Exams Officer when necessary.
* Inform the Exams Officer of absentees or late comers.
* At the end of exams, complete attendance registers and ensure papers are safely collected and in accordance with prescribed guidelines.
* Prepare to post completed exam papers.
* Contribute to a log of key events as a learning opportunity for future seasons.

Liaison with Learning Support Department* At the direction of the Exams Officer, liaise with the Learning Support Department regarding requirements for students with individual exam arrangements.

Results Days* Assist the Exams Officer with collation of results for exam seasons.
* Prepare guidance documents for students and parents using information provided.
* Print out result slips.
* Offer advice to students about their outcomes including signposting them to post result services.

Other Duties* Assist the Exams Officer with enquiries from staff regarding Data Protection and administration of trips & visits paperwork.

Safe Working Practice* Be aware and follow safe working practices within school.
* Seek advice and guidance from senior staff if unsure.

General Activities* Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
* Be aware of and support equality of opportunity for all staff and students.
* Contribute to the overall ethos/work/aims of the school.
* Appreciate and support the role of colleagues.
* Attend and participate in relevant meetings, as required.
* Participate in training and performance review, as required.
* Any other tasks that may reasonably be required to support the smooth operation of the school.
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Signature of post holder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

Signature of manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

**This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure form from the Disclosure and Barring Service.**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken my not be identified. This document must not be altered once it has been signed but will be reviewed regularly.

Employees will be expected to comply with any reasonable request for a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed as part of the appraisal scheme on a regular basis and any part of it may be amended as a result of such review or at any time after consultation with the post holder.

**Person Specification**

**Post Administration Assistant (Exams)**

**Scale Grade 5**

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| **Area** | CriteriaRequirement – E = Essential – D = Desirable | **Requirement** |
| **Skills****Knowledge****Aptitudes** | * Be able to work in an organised and methodical way and have sound organisation and coordination skills.
* Knowledge of relevant policies/codes of practice/legislation applicable to role.
* Good ICT skills including Microsoft Office (primarily Excel and Word), internet and Outlook email.
* Good written and verbal communication skills.
* Able to relate well to staff, students, parents and carers.
* Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.
* Ability to self-evaluate learning needs and actively seek learning opportunities.
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| **Qualifications and Training** | * NVQ Level 2, GCSE or equivalent qualification or experience in English and Maths.
* Good numeracy and literacy skills.
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| **Experience** | * Previous administrative experience.
* Working in an educational setting.
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| **Personal qualities**  | * Able to work constructively as part of a team or as an individual.
* Able to build and maintain positive working relationships with others.
* Able to work methodically, accurately and to deadlines.
* Ability to prioritise work, plan ahead and work unsupervised when required.
* Show initiative and be self-motivating.
* Able to multi-task.
* Flexible and proactive.
* Enthusiasm.
* Tolerant/resilience and able to work under pressure.
* Calm and responsible.
* Confident dealing with students, parents and staff.
* Able to maintain data security and confidentiality.
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