

## **CIRENCESTER KINGSHILL SCHOOL**

<b>JOB TITLE:</b>	Administrative Assistant to the Reception Manager (Designated First Aider) / Administrative Assistant to the Examinations Officer (Senior Invigilator) / First Aider
<b>LOCATION:</b>	Cirencester Kingshill School – 11 – 16 Secondary School
<b>HOURS:</b>	32 hours 55 minutes a week at the following times (not including unpaid breaks):  8.00am – 3.00pm Monday – Friday. These hours include a 20 minute paid break (if working more than 4 hours per day) and a 25 minute unpaid lunch break, to be taken at times agreed with your Line Manager.
<b>GRADE:</b>	E
<b>RESPONSIBLE TO:</b>	The Reception Manager/Designated First Aider and Examinations Officer and Deputy Head and through the Reception Manager/Designated First Aider and Examinations Officer and Deputy Head to the Head and Governors.
<b>LINE MANAGER:</b>	The Reception Manager/Designated First Aider and Examinations Officer
<b>RESPONSIBLE FOR:</b>	In the absence of the Reception Manager/Designated First Aider and Examinations Officer, responsible for the Examination Invigilators

### **JOB PURPOSE:**

Assistant to the Reception Manager – The role of the Assistant to the Reception Manager is to support the Reception Manager manage the day to day running of all aspects of the reception area and the staff working in reception, to provide general administrative support to the Deputy Head, to provide support to the Heads PA regarding the display boards in school and to be the primary liaison for the second hand school uniform between school, parents/carers and the Friends of Kingshill School.

The Finance Officer, in liaison with the School Business Manager, is responsible for overseeing Reception and Pupil Reception. In the first instance all matters regarding duties in Reception and Pupil Reception must be discussed with the Finance Officer.

Assistant to the Examinations Officer – The role of the Assistant to the Examinations Officer is to support the Examinations Officer with the day-to-day running of the internal and external examinations in the school under the guidance / supervision of the Deputy Headteacher. This includes liaison with the Examination Boards (EB) and the use of the SIMS software “Exams Organiser”.

Senior Invigilator – The Senior Invigilator will lead the team of invigilators in the Examination Hall and is directly responsible to the school's Examination Officer for the day to day administration of all examinations held in the school. The Senior Invigilator should be familiar with the JCQ Document – Instructions for Conducting Exams.

### **KEY TASKS:**

#### **Assistant to the Reception Manager / First Aider**

##### **Reception Duties**

In the absence of a member of the Reception or Pupil Reception team, provide administration support and cover in Reception including:

1. Be a point of contact in Reception for all visitors and telephone callers to the school on a daily basis.
2. Answer the telephone, greet, sign in, carry out DBS checks and ensure visitors wear an identity badge and inform staff of visitors as directed by the Reception Manager
3. Cover the Pupil Receptionist when required.

## **First Aid**

In the absence of the Pupil Receptionist and Receptionist/Administrative Assistant, as well as during busy periods:

- Provide First Aid when necessary
- Ensure accident book is completed.
- Ensure accident forms are filled in, copied and sent to Gloucestershire County Council.
- Receive medication, complete the paperwork and ensure the safe storing of pupils emergency medication.
- Emergency administration of Epi-Pen, in liaison with the Designated First Aider.
- Checking first aid bags and booking first aid bags out and in, in liaison with the Designated First Aider.
- General administration associated with First Aid duties.

**It is a requirement of the post that the post holder will undertake a First Aid course as set by the school and renew this qualification as required.**

1. In the absence of the Reception Manager, in liaison with the Finance Officer, manage the day to day running of all aspects of the reception area and the staff working in reception.
2. To open reception / main office / pupil reception at 8.00am.
3. Cover / Absence
  - To support with cover in reception and/or pupil reception in the absence of the Receptionist/Administrative Assistant and/or Pupil Receptionist, as well as ensuring all their day-to-day duties are being completed
  - In the absence of the Reception Manager, liaise with the Finance Officer regarding temporary cover for the Pupil Receptionist and the Receptionist/Administrative Assistant in their absence.
  - In the absence of the Receptionist/Administrative Assistant and Pupil Receptionist, make sure the daily bulletin is completed and paper copies distributed to the Heads of Year, Lunchtime Supervisors and into tutor register files, as well as copies being displayed on the staff and pupil notice boards.
4. Provide support for parents/carers in the booking of Parents' Evening appointments on the online booking system where parents do not have online access.
5. Under the direction of the Deputy Head, provide their role with general administrative support to include, but not limited to:
  - Typing for the Deputy Head.
  - To be responsible for meeting administration, including organising agendas, taking minutes and sorting appropriate paperwork for Heads of Faculty meetings, of which there are six meetings per year. *(This may be outside your contracted hours and if so will be paid on a claims basis or taken as time off in lieu in agreement with your Line Manager and the Headteacher).*
  - To request agenda items and write and distribute minutes for the Curriculum Support Staff Meeting, of which there is one annual meeting per year.
  - In liaison with the Deputy Head and IT Systems Manager to upload the shadow curriculum onto the school website.
  - Yearly update of Curriculum Booklets for Years 7, 8 and 9.
  - Parentmail notification of Booking System for Consultation Evenings. Each year group has two Consultation Evenings per year and there is also one Year 7 and 10 Tutor Evening per year.
  - Duty Rota paperwork, including On Call, Assemblies, Pre-School, Bus, Upper and Lower School Detentions. This paperwork is reviewed termly.
  - Annual Examination report to Governors – Examination results (October).
  - Yearly update of the Open Morning and Open Evening Booklets.
  - Uploading the shadow curriculum to the school website as advised by the IT Manager/Reception Manager.
  - To assist the Deputy Head with School Transport (buses) arrangements for the Year 6 Induction Day (annually).
  - Liaise with Shire Hall, Integrated Transport Unit.
  - Issuing of temporary Bus Passes to pupils.
  - Ofsted information
    - To print off the latest Ofsted handbook and other relevant Ofsted documents and to distribute to relevant staff.
    - To update information in the Ofsted box.

6. Carry out the administration for detentions and senior detentions set by SLT and Heads of Faculties and reschedule senior detentions and manage paperwork on behalf of SLT.
7. Incoming and Outgoing School Post:
  - Frank Mail to be posted daily.
  - Distribute the morning post to staff trays.
  - Monitor the usage of stamps, recording usage in a book and advising the Finance Officer to purchase more when stocks are low.
  - Ensure sufficient credit on the franking machine and after topping up the franking machine, provide the receipt to the Finance Office.
8. Under the direction of the Head's PA be responsible for the collection, washing and storing of the second-hand uniform donated to the school. To act as the liaison between the school and the Friends of Kingshill School with regards to the sale of second-hand uniform. To send out communications to the school community regarding the collection and sale of second-hand uniform.
9. Under the direction of the Head's PA, design, set up and maintain all displays in public areas of the school, including any public Faculty areas, such as, main entrance foyer and main corridors, but excluding the Library or PE.

### **Assistant to the Examinations Officer and Senior Invigilator**

#### **Examinations timetable:**

- Year 7 CATS tests, over 1 week in September.
- Year 11 Mock Examinations, 1 week in December.
- Year 11 Mini-mock examinations. 2 days in March.
- Invigilation of practical examinations – April
- GCSEs and x 1 BTEC written assessment, 6 weeks in summer term.
- Year 10 Examinations, 1 week in June.

#### **KEY TASKS – Assistant to the Examinations Officer:**

The main tasks are to support the Examinations Officer in:

- Running the school's external examinations (GCSE, GCE, BTEC).
- Recruiting, training and deploying external invigilators for GCSE and GCE Examinations.
- Liaise with the SENCO regarding the planning and administration of the Year 7 CATS tests.
- The planning and administration of all mock examinations in Year 11.
- The planning and administration of the Year 10 examinations.
- The planning and administration of the Year 9 examinations.
- Act as Senior/Roaming Invigilator in all above examinations (see Senior Invigilator duties below).

Specifically, to support the Examinations Officer to:

- Collect requests for "Enquiries after Results" in September, submit them to the EBs and communicate outcomes to staff and candidates.
- Collate a skeleton timetable for examinations for years 9/10/11.
- Run the annual "Invigilator Training Day" – using Exam Office online training.
- Liaise with the SENCO to identify candidates who will require "access arrangements"
- Receive Examination Certificates and arrange for them to be available at the Awards Evening.
- Collect data from SIMS on examination classes and numbers.
- Survey Heads of Faculty / Subject with regard to Mock Examinations, produce a time table for staff and pupils and finally collect entries and administer the examinations.
- Generate and distribute a syllabus check sheet for Heads of Faculty / Subject to ensure candidates are entered for the correct examinations.
- Download base data from the EBs, make entry mark sheets, collect, check and submit entries by the appropriate deadline.
- There are three main entry periods:
  - BTEC Registrations (October)
  - BTEC Y10 Sport Online tests December to January.
  - Summer GCSE examinations
- Collect amendments to entries and send to EBs.

- Apply for the necessary 'access arrangements' agreed with the SENCO by the appropriate deadline.
- Receive and issue D & T preparation sheets.
- Receive and distribute early release material for Art and Design subjects.
- Print Candidate Entry Statements and issue to candidates for checking.
- Compile and print annual Exam Booklet.
- Co-ordinate and invigilate 'non-examined assessments' (NEAs), and liaise with the Cover Manager with regards to room changes and staff cover.
- Input results for NEAs and send samples to moderators.
- Receive examination papers and arrange for their secure storage.
- Use "Seating Organiser" to arrange candidates in the various examination rooms. Ensure that the 'access arrangements have been followed. Print off Seating Plans, candidate registers and room use data. Plan, negotiate and communicate room changes.
- Print off and distribute Individual Candidate Timetables.
- Survey Heads of Faculty / Subject with regard to Year 10 and Year 9 Examinations, produce a timetable for staff and pupils and finally collect entries and administer the examinations.
- Keep records of all examinations taken. This must include attendance sheets and seating plans.
- At the end of examinations make sure all examination papers/scripts are collected and collated. Also, when necessary, pack up and send the examination papers/scripts to the relevant examination boards.
- Complete Special Consideration forms as appropriate. Collate evidence.
- Receive and enter results for BTEC pupils.
- Plan Results Days
  - Liaise with Deputy Headteacher over statistical data required
  - Organise envelopes for exam slips
- Results Day – download results, generate statistics, produce results sheets for pupils and teachers and release data to central government, local government and the media.
- Pupil Results Day – ensure room is set up for distribution of results. Organize distribution of results to pupils.

### **KEY TASKS – Senior Invigilator:**

At the start of the examination, the Senior Invigilator must:

- Put up warning notices around the examination room / hall (no entry / silence etc).
- Provide a tray of necessary equipment for pupils to borrow should the need arise.
- Settle the candidates and inform them that they are subject to examination regulations.
- Check that the correct papers have been provided, with another person assisting and then record on '2<sup>nd</sup> pair of eyes' form.
- Issue the papers to other invigilators for distribution.
- Ensure all candidates have the correct tier, where appropriate.
- Read the script 'instructions to Invigilators' to the candidates.

During the examination, the Senior Invigilator must:

- Mark clearly the start and finish times on the board provided.
- Complete the attendance register, showing absence with a 'x' in the box.
- Record any absentees so that a check on whereabouts can be made.
- Add any extra names to the attendance sheet and inform the Examinations Officer at the end of the examination.
- Organise the invigilation team to ensure that the collection of scripts is as efficient as possible.
- Maintain a register of pupils who have borrowed equipment.

At the end of the examination, the Senior Invigilator must:

- Tell candidates to stop writing.
- Remind candidates to check that answers are clearly numbered and that details on the front cover are correct. If more than one booklet has been used then the second and subsequent booklets should be placed inside the first.
- Remind candidates that they remain under examination conditions until they have left the room.
- Instruct invigilators to collect scripts in attendance register order.
- See that all unused stationery is collected.
- Collect in any equipment pupils have borrowed.
- Dismiss candidates. This may need to be done in silence if the pupils who are allowed extra time are still under examination conditions.
- Take down the warning notices outside the examination room / hall.

This job description is to be reviewed annually.

Your job description is not your contract. The document is flexible and can be changed according to the needs of the organisation in agreement with your line manager or the Headteacher.

**Other Conditions**

**Holiday entitlement**

The post is term time, including Inset days which totals 43.41 weeks of the year. This includes 24.5 days paid holiday rising to 29.5 days after 5 years continuous service plus statutory holidays. Holidays must be taken during the school holidays.

Involvement on 2 results day each year (August) is needed and will be paid on a claims basis or taken as time off in lieu, as agreed in advance with the Line Manager.

*Please note that following a recent Supreme Court ruling, holiday pay entitlement is being reviewed and any change will be updated and backdated to the start date of the post holder.*

**Claims/Time off in Lieu**

If a member of Support Staff in their job description is required to work after their contractual hours or occasionally work outside their contractual hours, which has been agreed in advance with the Line Manager, they can either be paid for the agreed time on a claims basis or take time off in lieu in agreement with their Line Manager and in line with the school policy.

**Resignation**

A resignation period of 1 month is required.

**Disclosure & Barring Service**

All employees of the school are required to apply for a Disclosure & Barring Service Clearance Certificate.

This job description may be amended at any time after discussion with you, but in any case, will be reviewed before 1.4.23.

Post Holder Sign: ..... Date:.....

Please print your name.....

Line Manager Sign..... Date:.....

Please print your name .....

September 2022