

Lancashire County Council

Operational Context Form

Post title: Administrative Officer (Examinations)					
Directorate: CYP			Location:	Schools	
Establishment or team:		Sir John Thursby Community College		Post number:	N/A
Grade:	Grade 6	Staff responsibility:	N/A	Essential Car user:	No

Scope of Work – appropriate for this post:
 To support an efficient and effective examinations process for the school.

Accountabilities/Responsibilities – appropriate for this post:

Key duties:

1. Issue and collect forms/checklists to/from teaching staff for the collation of information regarding estimated and actual examination entries and update the management information system
2. Check and collate results certificates and distribute examination results to pupils and staff
3. Issue 'Statements of Entry', timetable and invoices to pupils
4. Maintain records of results enquiries
5. Liaise with the school's external invigilators re availability and prepare schedules for exam invigilation
6. Organise the school's external invigilators and ensure up-to-date information is provided to them
7. Respond to staff/pupil queries on examination issues
8. Undertake other administrative duties associated with assisting the data manager and other senior leaders
9. Liaise with examination boards to ensure the accurate administration of all examinations, including ensuring compliance with examination board rules, coursework requirements
10. Manage arrangements for internal examinations
11. Responsible for the preparation of examinations, including room set up, attendance registers, securely storing and checking papers, providing and checking seating plans and stationery
12. Administer Exams
13. Make arrangements for the specific needs of individuals (e.g. SEND), external entrants who are not school pupils and for school pupils to sit examinations elsewhere
14. Liaise with staff/Heads of Department re pupil examination entries
15. Disseminate examination information to staff, pupils and parents / carers, including exam and invigilation timetables, guidelines and querying results
16. Complete examination entries and securely store and send completed examination papers to external examination boards

Individuals in this role may also:

17. Undertake examination invigilation.
18. Support any other administrative work within the school.

Additional supporting information – specific to this post.

Indicative knowledge, skills and experience

- Experience in an administrative role required.
- Knowledge / skills equivalent to current national qualifications level 3.

Prepared by:	A Walker	Date:	Feb 2022
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The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

Grade Profile

Level Six – Operative / Support (Grade 6)

Level Six Purpose

To provide support in a relevant professional area or oversee and co-ordinate the provision of a support function or undertake a specialised skilled activity. This may include day-to-day supervision and direction of a small group or team.

Scope of Work

Role holders will use practical and procedural knowledge and analytical and judgemental skills to interpret information or situations and solve varied problems some of which may be difficult. Role holders may be expected to make decisions as to when and how duties are carried out and respond independently to unanticipated problems or situations.

Accountabilities/Responsibilities

Role holders may be responsible for:

- The allocation of work to a small group or team; or
- Accounting for expenditure from agreed budgets; or
- Overseeing the administration of support systems and processes; or
- Undertaking specialised service support activities; or
- Providing service and situation specific advice and guidance; or
- Using specialised equipment.

Skills, knowledge and experience

- Extended experience or the ability to demonstrate the competence to undertake the role.
- Possession of, or the ability to demonstrate the capability to gain, relevant qualifications or equivalent where applicable.
- Working knowledge of the practices, processes and procedures relevant to the role.
- Developed skills appropriate to the job discipline.

In addition to the skills, knowledge and experience described, you may be required to undertake a lower graded role as appropriate.

Performance Measures

- Completion of work to required standards, deadlines and timescales.