



ARTHUR MELLOWS VILLAGE COLLEGE



JOB DESCRIPTION

This school/college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

NAME:

JOB TITLE: ADMINISTRATOR

RESPONSIBLE TO: EXAMINATIONS AND COVER MANAGER

LINE MANAGEMENT RESPONSIBILITY: NONE

RESPONSIBILITY:

BUDGET: NONE

OVERALL RESPONSIBILITY:

To assist the Examinations and Cover Manager to ensure the efficient and effective organisation of cover arrangements when staff are absent.

Cover:

1. To support the Examinations and Cover Manager in arranging day to day cover at the College.
2. To undertake all such other tasks commensurate with the overall objective of the post and any that the Head of College may from time to time reasonably require.

Examinations:

1. To support the Examinations and Cover Manager in all aspects of exam administration.

SECTION 1 - DUTIES:

Cover

The main elements of this role are assisting the Examinations and Cover Manager with the following:

1. Ensuring effective cover arrangements are in place for the smooth running of the College.
2. To maintain and report, records of all staff absence and sickness.
3. To book supply staff, in consultation with Senior Management, for long term cover.
4. To maintain the College diary to ensure that entries and absences are covered.
5. Dealing with cover and absence queries from staff that occur on a day to day basis.
6. Liaison with Heads of Departments regarding cover requests and requirements
7. Processing relevant paperwork relating to Supply Staff, including safeguarding checks and invoices.
8. Nurturing relationships with supply agencies in order to achieve excellent service.
9. Maintain all relevant paperwork.

Examinations

The main elements of this role are assisting the Examinations and Cover Manager with the following

- 1 Assist the Exams Assistant and the Exams and Cover Manager with any administration tasks as directed.
- 2 Take an active role during exam season, standing on duty near exam rooms to ensure it remains quiet.
- 3 Have a basic working knowledge of the school's examination in order to know which member of staff to contact should a query arise.

Health and Safety

1. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
2. Co-operate with the employer on all issues to do with Health, Safety and Welfare.

Continuing Professional Development

- 1 In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school efficiency, which may lead to improvements in the day to day running of the school.
- 2 Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available – particularly when related to the use of ICT, for data management and record keeping.

Any other tasks, duties or services that may be reasonably requested.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the College in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Head of College or the incumbent of the post.

Compiled by:	
Approved by:	
Date:	

All appointments involve regulated activity and are subject to an Enhanced DBS disclosure with children's barred list check and two successful references. Online searches are carried out on all shortlisted candidates.