**Job Description: Exams Administrator**

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| **Post Details** |  |
| **School:** | The Grange School and Twynham School |
| **Grade:**  | Grade 6 |
| **Responsible to:** | Senior Exams Officer |

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| **Main Purpose** |
| To inspire excellence across both Twynham School and The Grange School.The primary purpose of the Exams Administrator is to assist with the set-up, creation and timetabling of mock and formal examinations in accordance with school and JCQ rules. In this capacity the postholder will provide administrative and exams management support across both The Grange and Twynham Schools as directed by the Senior Exams Officer. This is a school-based role, primarily concerned with the conduct of public examinations in accordance with strict regulations. |

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| **Duties and Responsibilities** |
| Examinations administration is likely to include the following core elements to be carried out in strict accordance with the aforementioned regulations:* To administer the seating and rooming requirements for the mock and formal series in the MIS system (Arbor)
* To administer the allocation of access arrangements to students in the MIS system (Arbor)
* To schedule the displacement of classes for the provisioning of exam rooms as required (Room Booking and Arbor)
* To create candidate timetables/IDs
* To schedule support for students requiring readers/scribes
* To liaise with IT to provision laptops for students requiring word processors during their exams
* To arrange training for students requiring readers/scribes/word processors in conjunction with other support teams
* To create invigilator packs with exam information/necessary paperwork/access arrangement info/word processor logins etc.
* To assist the Exams Officers at both schools with collating and processing entries; results distribution; post result reviews; and certificate distribution including the maintenance of related spreadsheets and documentation.
* To support general exams administrative work including the creation of documentation; liaising with other school-based teams e.g. IT, Site Team, Invigilation Team; and the facilitating of rooms and resources for the execution of all exams across both schools.
* Remain up to date with current examination policy/regulation
* Support the Exams Officers to ensure all access arrangements are in place to support students
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| **Safeguarding Duties and Responsibilities** |
| Promoting and safeguarding the welfare of children and young people in accordance with the school’s Safeguarding and Child Protection policies.  |

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| **Other Duties** |
| All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the Trust. The particular duties and responsibilities may vary from time to time. |

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| **Twynham Learning Attributes for all Staff** |
| * Ambition for excellence
* Professionalism
* Humility
* Championing change
 | * Inclusiveness
* Positivity
* Community-mindedness
* Being collaborative
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| **Qualifications, Knowledge, Skills and Attributes** |
| **Essential:*** 5 GCSEs Grade C or above, including Maths and English
* Be familiar with a range of school policies which may impinge on the conduct of public examinations, particularly those regarding health and safety, equal opportunities, behaviour management, child protection and special educational needs (SEN)
* Be familiar with the Instructions for the Conduct of Examinations issued by the Joint Council for General Qualifications
* Able to work as part of a team and also fulfil tasks assigned as a sole-contributor
* Pro-active in seeking guidance when required
* Good IT skills including Excel, Word, Outlook
* Meticulous attention to detail
* Has the ability to communicate effectively with a wide range of different people and organisations
* Excellent time-management and multi-tasking skills
* Ability to work under pressure and to tight deadlines
* Is committed, resilient, robust, resourceful, keen and enthusiastic

**Desirable:*** Level 3 or higher qualifications
* Evidence of recent and relevant training
* Experience within an educational environment – ideally within Exams
* Knowledge/experience of using Arbor
* Flexibility and initiative
* Prioritise, plan and organise self
* Is highly organised with meticulous attention to detail
* Ability to multi-task, work at a pace and meet deadlines, with flexibility to work between both schools.
* Ability to work to deadlines and understand how to prioritise workload.
* Prepared to undertake professional training as necessary to carry out tasks effectively
* Can maintain issues of confidentiality in the working environment
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| **Notes** |
| * This job description may be amended at any time in consultation with the postholder.
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| **Key/Glossary of Terms** |
| * SEN = Special Educational Needs
* MIS = Management Information System
 | * JCQ = Joint Council for Qualifications
* IT = Information Technology
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