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**Impington Village College**

**Job Description**

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| Name of Post Holder: |  |
| Post Title | **Exams Administrator** |
| Post Purpose: | To organise appropriate arrangements for the support of candidates with special examination requirements and provide assistance with general Exams office duties. |
| Reporting to: | Exams Officer |
| Working time: | 20 Hours Per Week TTO, some flexibility during busy exam periods + 2 weeks |
| Location: | Impington Village College is part of the Eastern Learning Alliance Trust. Your normal place of work will be based at Impington Village College |
| Salary/Grade: | Scale 4 Point 7-11 |
| Disclosure Level: | Full DBS |

**1. Main Purpose of the Role**

* To plan and oversee examination arrangements to support candidates with special examination requirements.
* Co-ordinate SEND exam timetabling and rooming.
* Liaise with the SENDCo, Pavilion Manager and Exams Officer to ensure the smooth running of exams for students with access arrangements.
* Assist the Exams Officer with the overall running of the whole-school exams process to ensure that all exams run in accordance with IB, JCQ guidelines and all other regulations.
* General administrative support within the Exams Office.
* Data Maintenance – basic record maintenance for all student records.

**2. Key Tasks**

* Make appropriate timetabling and room arrangements for SEND students, including the setting up of exam rooms and briefing invigilators on SEND exam procedures.
* Ensure that SEND students are given all the necessary relevant information regarding examination entries, the dates and times of the examinations, conduct during examination and the collection of results and certificates
* Ensure that where required there is the provision of a scribe, reader, computer reader, word processor or other arrangements in place for students
* Ensure correct invigilator and TA support for SEND students is in place for all external and internal exams.
* Ensure that exam rooms are booked using the school information system (SIMS)
* Ensure that an up to date record of students access arrangements is available in each exam room
* Create exam access arrangement cards for students exam desks
* Deal with enquires from staff and parents/carers regarding exam access arrangements
* Liaise with the IT Department to create exam login’s for SEND students
* Collate evidence from the Year 10 mock exams trial arrangements to pass onto the SENDCo and Pavilion Manager.
* Collate evidence & assessment reports from students/teachers to hold on file and make IB access arrangement applications.
* **Ensure that all necessary stationery and special equipment is correctly provided and set up for the needs of SEND students**
* Liaise with awarding bodies to ensure issues are resolved in a timely manner

**3. Other Responsibilities**

* Provide First Aid support – Training will be provided.
* Keep up to date with changes in exam access arrangements and JCQ guidelines and regulations surrounding these.
* Keep up to date with the necessary policies, procedures, rules and regulations laid down by the different examination bodies
* Assist with general examination duties and support the Exams Officer with the day-to-day running of exams where required.
* To play a full part in the life of the Eastern Learning Alliance Trust and College community, to support its distinctive vision and ethos and to encourage staff and students to follow this example.
* Promote actively the Trust’s corporate policies
* Comply with the Trust’s Health & Safety Policy
* To participate in the College’s appraisal scheme

**4. Safeguarding**

* To be aware of safeguarding and promoting the welfare of children and vulnerable adults and to report any concerns in accordance with the College’s Safeguarding/Child Protection policies
* To undertake regular safeguarding/child protection/adult protection training as required by the College.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.