



---

## Job Description & Person Specification

---

Exams and Administration Officer

Grade 4 SCP 12-17 £22,183-£24,491

Full-time (36.66 hrs per week), Full Year

### Purpose of Post

To administer and oversee the smooth running of school internal and external examinations, ensuring that all examinations comply with school and examination board policy and to support the School Business Manager with general administrative duties.

### Key tasks

#### Exams

1. Working within exam board and JCQ guidelines, and Cranmer Trust procedures, be responsible for the submission of entries for all external examinations ensuring that due account is taken for those students requiring access arrangements.
2. Be responsible for the ordering, checking, storage and dispatch of examination papers in line with the requirements of the school and the examination boards.
3. Be responsible for the quality assurance and operational compliance of examinations invigilation.
4. In liaison with colleagues, ensure all examinations are timetabled, supervised, roomed and equipped in accordance with the requirements of the examination boards.
5. Mark up seating plans for examinations.
6. To administer the distribution of examination results in August.
7. To provide the analysis of examination results as required by senior staff.
8. Provide information pertaining to exam result enquiries and queries.
9. Work with pastoral colleagues to co-ordinate support for students experiencing poor mental health during the examinations process.
10. Deliver, with SLT colleagues, assemblies regarding examinations and JCQ obligations.
11. Oversee the annual JCQ inspection.
12. Follow the policies required in relation to Examinations.
13. Working collaboratively, internally with relevant staff and invigilators as well as with central teams to ensure the smooth running of exam periods.

#### Administration

1. To produce class lists, form lists and staff duty rotas.
2. Respond to parent/carers enquiries regarding examinations and other general student issues.
3. Liaise with the Trust or with exam boards regarding regulations, guidelines or other issues.



4. To support the production the pupil census reports for returning to the Department for Education.
5. To assist in the operation of "Cover" arrangements as necessary for absent (planned or unplanned) staff as part of a team ensuring that all lessons are covered by qualified teachers or learning managers according to school policy and in liaison with senior colleagues.
6. To arrange room changes as a result of cover or exam implications or other requests as necessary.

#### General

1. Uphold and promote the values and ethos of the school/Trust
2. Keep abreast of new technology, and make suggestions for improvement, assisting in the review and development of operational procedures.
3. Proactively manage workload to ensure service standards are met, checking personal accuracy and seeking guidance where necessary from senior colleagues.
4. Implement and uphold the policies, procedures and codes of practice of the school / Trust.
5. Proactively promote and comply with safeguarding / child protection in all areas of responsibility.
6. Support the Trust and school's health and safety policy and be aware of the responsibility for personal health, safety and welfare and that of others reporting any hazards and actively contribute to the security of the school, for example challenging a stranger on the premises.
7. Understand and promote the importance of inclusion and equality and diversity for all.
8. Participate and engage with training and development opportunities, working to continually improve own performance and that of the team / school / Trust.
9. Attend and participate in relevant meetings as appropriate.
10. Undertake any other additional duties commensurate with the grade of the post.

#### Responsible to:

School Business Manager

**This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.**

**This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.**



EXAMS AND ADMINISTRATION OFFICER	Essential / Desirable	Application Interview Test
<b>Qualifications</b>		
A relevant Honours degree	D	A
HR or business management qualification		
Literacy and Numeracy skills equivalent to Level 2 of the National Qualification & Credit Framework	E	A
Willingness to obtain basic first aid certificate	E	A
Hold current valid Emergency First Aid at Work certificate	D	A
<b>Experience</b>		
Administration experience in a busy environment	E	A/I
IT literate, experience of using IT systems and MS Office suite.	E	A/I/T
Experience of team-working to work effectively with others and meet deadlines and goals	E	A/I
Experience of analysing data and producing reports in a format appropriate to the audience	E	A/I/T
Experience of working in a school in an administrative capacity	D	A
Experience of using school systems such as SIMS	D	A
<b>Skills and Abilities</b>		
Excellent communication and interpersonal skills delivering professional, polite, courteous and efficient customer service, in person, by email and by telephone, exchanging information with a range of audiences including students, parents and colleagues.	E	A/I/T
Excellent organisational skills with ability to work at pace, multi-task and prioritise	E	A/I/T
High level of accuracy with a strong attention to detail even when under pressure	E	A/I/T
Analytical skills, problem solving using judgement to interpret information & situations	E	A/I/T
Ability to understand the ebb and flow of the school year	E	A/I
Ability to anticipate impact of future events and plan accordingly	E	A/I
Pro active and positive approach to work	E	A/I/T
Perceptive and emotionally intelligent	E	A/I
Capable of working under pressure and responding quickly to changing demands	E	A/I/T
Ability to understand and follow instructions to ensure successful completion of tasks	E	A/I
Ability to work independently in line with agreed instructions	E	A/I
<b>Knowledge</b>		
Understanding why safeguarding is important when working with children and young people	E	A/I
Understanding of equal opportunities and inclusion and how it applies in a school setting	E	A/I
Knowledge of data protection / GDPR and importance of confidentiality in a school environment	D	A



### Work circumstances

Able to work flexibly as the workload demands	E	A/I/T
Ability to travel between schools using own transport	D	A

How Identified Key: A = Application I = Interview T = Task