

POST TITLE: Exams Assistant	GRADE: 4 Scale Point 7-8
RESPONSIBLE TO: Examinations Officer	

Responsible for: No direct reports

Purpose of role:

- To assist the Data Manager, Examinations Officer and Communications Officer in carrying out their responsibilities.
- To assist in maintaining systems and databases for producing schedules, reports and management information for examination administration, assessment management, pupil administration and other IT and administrative systems for both Wellsway School and IKB Academy.

Principle Accountabilities:

Examinations Administration

- To collate data from teachers & school leaders regarding examination entries.
- To ensure that collaborative arrangements across Futura Learning Partnership centres, for example the entry of guest students on consortium courses, are effectively managed and implemented.
- To disseminate information and answer enquiries regarding external examinations with staff, students and parents/carers.
- To submit entries for external examinations to awarding bodies in advance of deadlines under the supervision of the Exams Officer.
- To assist with the development of a centre timetable to include dates, times, venues and number of candidates.
- To assist in resolving examination clashes in accordance with regulations.
- To assist in developing the invigilation programme, including briefing and training current invigilators in school procedures.
- Be involved in the recruitment, allocation and supervision of invigilators.
- To liaise with the SEN/D coordinator regarding candidates with SEN/D; applying to awarding bodies for special arrangements for such candidates.
- To assist with the organisation of exam materials, providing safe custody of and organising examination stationery and materials, including question papers, in accordance with regulations.
- To ensure that examination rooms are set up in accordance with regulations.
- To assist in the supervision of the daily running of external examinations. This will include ensuring that all required materials are in the examination rooms for the start of the examinations and arrangements for candidates with special educational needs are in place.
- To collect and dispatch worked scripts in accordance with the regulations.
- To assist in supporting the distribution of results to candidates when exam results are issued.
- To assist with the checking and distribution of certificates.
- Processing enquiries about results and requests for return of scripts.
- Ensuring that costs of retakes etc are reimbursed by candidates/curriculum teams, as appropriate.
- Helping to make arrangements for internal examinations, including the production of the timetable, rooming and invigilation.
- To organise formal assessments by external agencies, for example Cognitive Ability Tests.

MIS Data Maintenance

- To support the Examinations Officer and Data Manager in the establishment and maintenance of reports such as subject specific mark sheets.
- To support the Examinations Officer and Data Manager in the production of annual reports and interim reports on the progress of all students in the school.
- To provide data extracts from the MIS (management information system) to external applications, and provide statutory data returns.
- To import target setting and performance monitoring data from external applications into the MIS.
- To provide assistance to the school's timetable in the development and production of the school timetable.
- To help manage the smooth transition from one academic year to the next within all sections of the MIS.
- To assist with the set up and maintain the allocation of students to academic courses and pastoral tutor groups.
- To update and apply periodic and casual changes to courses, teachers and rooms.

Communications

- To provide administrative support for online communication systems including parent/carer evening bookings, parental queries regarding online systems, homework reports for Curriculum Directors and sending of bulk messages to parents.

General:

- The post-holder will be expected to exemplify the trust values of Respect, Opportunity, Collaboration and Aspiration and demonstrate trust behaviours as outlined in "The Futura Way".
- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection and welfare of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order. <https://www.gov.uk/government/collections/dbs-filtering-guidance> ' filtering-guidance '

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your suitability to work with children and young people will form part of the selection process. For this post prior to appointment, Futura Learning Partnership will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

Person Specification - Administration Support Assistant	Essential (E) or Desirable (D)
Education	
Good standard of education (3 x GCSEs – English and maths C or above)	E
Education to A Level standard or equivalent (or above)	D
Experience	
Working collaboratively as part of a team	E
At least 12 months previous experience of providing administrative support in a busy environment	E
Working knowledge of an educational environment	D
Database administration and knowledge and competence in ICT	D
Working in a busy office environment	E
Working with young people in a learning environment	D
Providing administrative support to senior management	D
Working in a business services support team	E
Pro-active and innovative	E
Positive attitude to change	E
Experience of liaising confidently with a range of stakeholders (internal and external) and building effective working relationships, which will enable you to develop student recruitment and widening participation activities	E
Proven experience of effective organisational and planning skills to ensure deadlines are met and projects completed successfully	E
Skills	
Excellent written and verbal communication skills	E
Excellent planning and organisation skills	E
Ability to prioritise and multi task	E
Excellent IT skills: Outlook and MS Office (Excel, Word, PowerPoint and Publisher)	E
Knowledge of school IT systems e.g. Bromcom	D
Proven understanding of Confidentiality and Data Protection	E
Pragmatic approach to problem solving	E
Ability to use own initiative and work unsupervised	E
An understanding of marketing and branding concepts	E
Attributes	
Resilient	E
Flexible and adaptable in approach to work	E
Committed to the Futura Learning Partnership aims	E
Committed to Equality and Diversity	E
Committed to own continuing professional development	E
Other	
Occasional work outside normal working hours (supporting the setting up evening events) - prior notice given	E

