

Job Description

Role: Exam Administration Support (Secondary Phase) with other whole school administration duties.

Grade: Scale 3 (£28,545 - £28,977) Pro-rata Part-time (8.00am – 2.30pm) or full-time (8.00am – 4.00pm)

Exam Admin hour: 8.00am - 9.30am, 11.00am -11.30am and 2.00pm - 2.30pm

Reporting to: Examinations Officer and Head of School (Secondary)

Responsible for: Providing administrative support for public examinations and internal mock examinations

Purpose of Post

To assist the Examinations Officer to ensure the smooth and efficient administration of all aspects of both external examinations and internal mock examinations

Main Duties

Planning

- Supporting the Examinations Officer in ensuring adherence to the JCQ regulations to maintain the centre's accreditation.
- Assist the Examinations Officer in monitoring, recording, and maintaining records of the receipt of confidential exam material.
- Using secure examination websites to access/upload and download examinations data.
- Pupil reports: setting up report and marksheet templates in SIMS; ensuring data drop deadlines are met; checking, uploading and sending pupil reports.
- Having an understanding of, and ability to use, the exam boards secure sites (for contingency planning)

Exams Days

- Assisting with exam arrangements in appropriate venues i.e. setting up exam rooms; accurately distributing exam papers and any other material and resources; collecting and sorting papers at end of exams.
- Supporting the Examinations Officer in co-ordinating the logistics for pupils with access arrangements, including modified question papers download/printing.
- Supplying appropriate equipment including laptops, reader pens, etc. for the needs of individual pupils with access arrangements and troubleshooting before and during exams.
- Maintaining the exam boxes with current material, signage and stationery.
- Assisting with the bulk checking, sorting and secure storage of examination papers and stationery.
- Assisting with the bulk dispatch of scripts to exam boards within JCQ deadlines, exam board registers and coursework and maintaining records.
- Roving Invigilation support of exams as and when required.

Results Days

- Supporting results days in August and assisting the Exams Officer with post results queries.
- Any other associated duties as requested by the Examinations Officer or Head of School (secondary)

Any other duties that reasonably fall within the purview of the post, which may be allocated after consultation with the post holder.

Other Duties

Developing Self and Working with Others

- to attend training sessions and meetings as required;
- to keep up to date with developments and changes in legislation and guidance, and to seek, consider, and act upon professional support and advice as required.

Strengthening Community

- to develop and promote the services of the school to meet the needs of the community;
- support and enable colleagues to flourish and develop in their roles, engendering a cohesive and cooperative approach to best support the ethos and values of the school;
- support and encourage the school's ethos, its objectives, policies and procedures.

Contribute to:

- building a school culture and curriculum that takes account of the richness and diversity of the school's communities;

Safeguarding and Promoting the Welfare of Children

- to support the Senior Leadership team, to ensure a safe and supportive culture in the school;
- to support the Senior Leadership team, to ensure the welfare of children is safeguarded and promoted in line with current best practice and LA advice.

The main duties and responsibilities indicated are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment). Other duties of an appropriate level and nature may also be required, as directed by the Executive Headteacher and Heads of Schools (Secondary and Primary). Please note that the post holder may be required to work outside of normal school working hours for school events, meetings and emergencies. The job description will be reviewed annually in the light of those changing requirements and in consultation with the post holder and Executive Headteacher.

[Data Protection](#)

When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 2018 for the security, accuracy, and significance of personal data held on such systems. Be mindful of how data is handled and seek consent and guidance from line managers or designated leads before sharing or storing confidential information.

[Equal Opportunities](#)

Actively support the School and Borough Equality Policies. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

[Health and Safety](#)

Employees are required to work in compliance with the school's health & safety policies and under the Health & Safety at Work Act, ensuring the safety of all parties they come into contact in premises or sites controlled by the school.

[Safeguarding](#)

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Enhanced disclosure from the Disclosure & Barring Service is essential.

Person Specification

The person specification below outlines the key knowledge, experience, skills and qualities required for this position. Candidates will be expected to demonstrate knowledge and understanding of each area and to show evidence of having applied (or an awareness of how to apply) this knowledge and understanding in the school context. The selection panel will assess each candidate against the essential criteria listed (bold text). Shortlisted candidates will be selected entirely on the extent to which they meet the essential criteria in their application form (unless stated otherwise below).

Qualifications & Experience	1. Educated to at least GCSE grade C standard or equivalent in English and Maths/ NVQ Level 2 or equivalent. - Evidence of ongoing professional development; attendance on courses, INSET, action research, personal study, etc.
Knowledge & Skills	1. Recent experience of working in a school setting or similar environment 2. Ability to relate well to children and adults 3. Work constructively as part of a team; understanding roles and responsibilities within a school and your own position within these 4. Microsoft Office skills. 5. Knowledge of SIMS/other Management Information Software. 6. Good organisational skills – ability to prioritise workload and meet deadlines. 7. Basic knowledge of First Aid 8. Commitment to the protection and safeguarding of children and young people, up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.
Personal Qualities	1. Able to show initiative and prioritise one's own work and that of others even when under pressure. 2. Punctual and conscientious (assessed through references). 3. Reliability, tact, diplomacy, confidentiality, and sensitivity when dealing with staff absence. 4. Able to follow direction and work in collaboration with the Examinations Officer and Head of School. (assessed through references). 5. A commitment to the school's visions, values and ethos. 6. Able to develop good personal relationships within a team; contributing to high staff morale through the enthusiasm, drive and determination to inspire others and achieve the highest standards. 7. A personable nature to build effective relationships all members of the school community. 8. Able to communicate effectively (written and verbal) to a variety of audiences. 9. A positive, solution-focused mindset and determined "no-excuses" approach to raising standards 10. Able to work flexibly and independently but also as part of a team. 11. A commitment to the highest standards of child protection and safeguarding. 12. Recognition of the importance of personal responsibility for health and safety standards.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me (to be signed if appointed).

Print name: _____

Sign: _____

Date: _____