



## **Job Description: Exams and Admin Officer**

**Reports to:** Data and Exams Manager

**Start date:** As soon as possible

**Contract:** Full Time – All Year Round or TTO+ 2 weeks

**Salary:** Grade 5

**Hours:** 8:00am to 4:30pm

### **The Role**

To administer all aspects of public examination and certification processes and ensure that examination board procedures are followed throughout these processes. You will be required to maintain up to date records of student and assessment details, ensuring that the information kept is both accurate and confidential.

You will work across the academy as required, providing excellent administrative and customer services to a variety of stakeholders, establishing and maintaining efficient administrative systems and processes to support the effective running of the school with a focus on operational excellence and to meet the current and future needs of the academy.

It is essential that the person for this role is organised, able to multitask, work flexibly and have a 'can do' approach.

### **Key Responsibilities**

#### **Examinations**

- Ensure the smooth running and integrity of all exam related systems and procedures.
- Be the designated BTEC Quality Nominee at the Academy
- Organise schedules for Exam Invigilators during working hours
- Ensure compliance with all exam board requirements to maintain the center's exam status.
- Alongside the Data and Exams Manager, provide training to individuals that carry out invigilation, ensuring that the Joint Council's 'Instructions for the Conduct of Examinations' is followed at all times
- Liaise with the facilities team to ensure that facilities for students undertaking examinations are of the highest possible standard and in line with requirements.
- Liaise with Awarding Bodies to ensure that students receive any special consideration, providing allowances for prevailing circumstances
- Ensure that Examination Boards/authorities are made aware of any special requirements for students/school and that appropriate provision is made
- Make appropriate timetabling and room arrangements, ensuring minimal impact on teaching and learning
- Create and distribute examination, rooming and invigilation timetables to students and staff
- Manage the electronic download of results for all examination seasons and manage the process of distribution to students
- Input and analyse data using relevant examinations software, such as Bromcom
- Liaise with teaching staff on student choice of entry to internal and public examinations and support option selection events
- Liaise with Examination Boards in respect of the administration of entries, coursework requirements, the conduct of examinations and examination results
- Be responsible for the safekeeping and confidentiality of exam papers and completed examination work
- Ensure that the accuracy of information provided to Exam Boards for examination entries, ensuring that students are aware of the Exam Boards requirements regarding their conduct whilst sitting examinations



- Ensure that students and parents understand the procedure in respect of appeals and results enquiries
- Seek to find suitable solutions to issues/problems raised by teachers, students/parents relating to examinations
- Monitor quality of invigilators by visiting exam rooms on a regular basis in order to ensure that our students undertake their exams in an appropriate environment of calm and regulation. Take appropriate line management action where invigilator performance is unsatisfactory
- Provide statistical information regarding examination entries/results as required, including analysis where necessary
- Be the line manager and 'Senior Invigilator' point of call for Invigilators' queries
- Source the appropriate number of invigilators for any given exam
- Manage the timesheets of invigilators, ensuring accuracy and timely submission for payment
- Produce all materials related to examinations including production of mock examination papers
- Populate the exams calendar with key examination dates and deadlines

### **Admin (Student Services)**

- Support with centralised phone calls professionally and efficiently.
- Provide comprehensive administrative support for various tasks including attendance, admissions, and more.
- Perform general clerical duties such as photocopying and filing.
- Assist with data input and management in various systems.
- Serve as a first aider along with other support staff.
- To support with lunch till duties

### **Other**

- To carry out fire marshal duties, if required
- To be flexible in regard to working hours
- Attend and support out of hours' academy events e.g., summer fair, parents' evenings
- Carry out other reasonable tasks as directed by the Executive Principal, ALT

### **Role review**

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. These responsibilities will be discussed annually as part of the post holder's annual performance review and are subject to change. However, it may be altered at any time subject to need in consultation with the post holder subject to the Executive Principal's approval.

## Person Specification: Exams and Admin Officer



### Qualification Criteria

- Right to work in UK
- Maths and English GCSE at grade C or above

### Experience

- Experience of working in a school or further education setting (Desirable)
- Experience of running effective administrative, clerical, ideally within a school setting (Desirable)
- Experience in the role of an examinations officer
- Experience of using examination software such as the CMIS examinations module

### Personal characteristics

- Genuine passion and a belief in the potential of every pupil
- Flexible, highly organised and able to multi-task and prioritise work to meet deadlines
- Helpful, approachable and positive nature and ability to stay calm and diplomatic under pressure
- Able to take ownership of tasks and work with minimal supervision
- Have exacting standards and a keen eye for detail
- Keen to learn and further develop own skills
- Exercises sound judgment, especially relating to confidentiality and discretion
- Excellent interpersonal skills with children and adults

### Specific skills

- Excellent numeracy skills
- Willing and able to learn and operate new IT systems and databases
- Understands the importance of confidentiality and discretion
- High level of proficiency with Microsoft Office
- Able to write clearly and concisely and to produce and maintain documents and systems.
- Able to manage several projects at once, prioritising accordingly to meet all deadlines
- Able to build relationships with a range of stakeholders and anticipate others' needs
- Excellent communication, writing and editing skills
- Excellent organisation and time-management skills

### Other

- The post holder must be committed to the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced Disclosure and Barring Service check

*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).*