



## **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 (£29,904-£33,678 FTE)

**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)**

- Work collaboratively with the admin team to provide comprehensive administrative support for the primary, secondary and sixth form.
- Adopt a business-like office environment, ensuring excellent, consistent administration support and customer service is provided, 'Our Promise' is met, good relationships with staff are promoted, and you are consistently role modelling professional behaviour.
- Attend to all incoming calls and messages in a professional, friendly and efficient manner, using the corporate greeting, ensuring all relevant messages are passed on in a timely manner and dealt with effectively, sensitively, and confidentially, taking the initiative to identify and handle issues that arise on behalf of the leadership team and others.
- Be one of the academy main first aiders, assisting with student welfare and first aid and ensuring accurate and prompt records and reporting, paying due diligence to Health & Safety and academy protocol.
- Support with daily attendance ensuring protocol is followed and ongoing efforts are made to ensure a child regularly attends school.
- Acknowledge and action all admin requests to a high standard and in a timely manner, prioritising and communicating effectively with relevant colleagues and stakeholders.
- Maintain and distribute stock for the offices, reception areas and reprographics
- To support with lunch till duties.

### **Other**

- To be flexible in regard to working hours
- Share best practice with the wider team and approach all tasks with a growth mindset.
- Ensure the working environment is to a professional standard e.g. clear desk policy
- Contribute to the wider academy objectives and improvements.
- Undertake various duties, when required, including, playground duties, first aid, cashless till operation, first aid, fire marshal.
- Cater and set up meetings and events, if and when required.
- Be willing to undertake appropriate training in line with contractual duties.
- Attend and support out-of-hours' academy events e.g. summer fair, parents' evenings, open morning and evenings, admin evening, academy performances, competitions, summer school, results days etc and be flexible in regards to working hours.



- This job description is subject to change with the agreement of the post holder.
- 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 and Vice Principal – Business and Community and the School Business Manager.

### **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](#).*