



Job Description: Exams & Administration Officer

Reports to: Data Manager

Start date: As soon as possible

Contract: Permanent, all year around

Salary: Grade 6 (£24,715-£30,076)

Hours: 8am to 5pm

The Role

To provide high quality administrative support, specifically in relation to examination data providing seamless administration services across the academy and to meet the current and future needs of the academy.

You will work with members of the Business Support Team to uphold the vision and ethos of the school at all times and provide excellent customer service to a range of stakeholders.

Key Responsibilities

Examinations

Reporting to the ALT member in charge of examinations and the Data Manager, the post holder is required to:

- Ensure the smooth running and integrity of all systems and procedures related to public examinations, including the management of the examinations budget
- Be the front-line interface between all staff and students for the smooth running and administration of all examinations
- Be the designated BTEC Quality Nominee at the Academy
- To ensure that all aspects of the day-to-day organisation of the examination boards requirements are fully complied with to enable the centre to maintain its examination status
- To keep abreast of developments in education and the corresponding changes in qualifications and assessment
- To 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
- To liaise with the facilities team to ensure that facilities for students undertaking examinations are of the highest possible standard and in line with requirements
- To ensure equipment and resources are stocked and quality adequately checked to be of a high standard e.g. exams table free of graffiti
- To liaise with Awarding Bodies to ensure that students receive any special consideration, providing allowances for prevailing circumstances
- To ensure that Examination Boards/authorities are made aware of any special requirements for students/school and that appropriate provision is made
- To make appropriate timetabling and room arrangements, ensuring minimal impact on teaching and learning
- To create and distribute examination, rooming and invigilation timetables to students and staff
- To manage the electronic download of results for all examination seasons and manage the process of distribution to students
- To keep accurate records of examination penalty fees and arrange re-imbursement from curriculum areas and students themselves, where appropriate
- To oversee the implementation and maintenance of the EMA scheme, ensuring that DCSF guidelines are followed
- To input and analyse data using relevant examinations software, such as Bromcom
- To liaise with teaching staff on student choice of entry to internal and public examinations and support option selection events



- To liaise with Examination Boards in respect of the administration of entries, coursework requirements, the conduct of examinations and examination results
- To be responsible for the safekeeping and confidentiality of exam papers and completed examination work
- To 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
- To ensure that students and parents understand the procedure in respect of appeals and results enquiries
- To 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
- To be familiar with necessary IT software relevant to the post
- Line management and 'Senior Invigilator' point of call for Invigilators' queries
- Manage the timesheets of invigilators, ensuring accuracy and timely submission for payment
- Produce all materials related to examinations including examination papers
- To populate the exams calendar with key examination dates and deadlines

Administration

As part of your role, you will be based in the Student Services office providing high-level administrative support to the academy. Reporting to the Student Services Office Manager, the post holder is required to:

- Assist the Student Services Office Manager with any administration requirements, including reception cover, reprographics support and general administrative duties
- Assist with daily attendance calls as part of our safeguarding requirements
- Maintain and restock reprographics resources to ensure effective and efficient daily operation
- Maintain public area displays to an exceptional standard, including supporting with the preparation of Globe Growth
- Populating and analysing data where required to support with the continuous improvement of practices
- Process exclusions as directed by the Student Services Office Manager

Other

- Carry out other reasonable tasks as directed by the Executive Principal, ALT and SBM
- To work collaboratively as a member of the Business Support Team
- To carry out first aid duties, if required
- To undertake fire marshal duties, if required
- To undertake exam invigilation duties
- To undertake lunch till duties, if required
- To undertake morning and afternoon playground duties, if required
- To be willing to undertake appropriate training in line with contractual duties
- To be flexible in regard to working hours
- Attend and support out of hours' academy events e.g. summer fair, parents' evenings
- This job description is subject to change with the agreement of the post holder

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list.



Person Specification: Exams & Administration 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 our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined here, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.