

Position: - Exam Administrative Officer:

Job Title:	Exam Administrative Officer
Hours:	Full time
Contract Type:	Permanent
Salary:	Up to £30,275 per annum depending on experience and qualifications
Responsible to:	Headteacher/SLT/Office Manager/Community Support

Job Description:

- To lead on exams, systems, processes and data for the main office functions of the school, including; supporting teaching and learning of the children.
- Supporting the Office Manager to ensure compliance, exams, admissions and attendance expectations are completed.
- Ensuring that excellent communication is upheld at all times both within the office team, wider school, students, parents and carers.
- Assist the departments Leadership Team in delivering an outstanding customer service alongside and efficient and effective front office environment, ensuring student data is kept up to date and correct, on all of our systems both manually and digitally.
- Manage transition of students alongside the SLT and Office Manager.
- Supporting your immediate team and that of the whole school, sharing expertise and good practice.
- Undertake a range of day-to-day administrative functions and manage enquiries efficiently and effectively.
- Leading on exams and cover for the office, liaising with Head of Department where necessary and ensuring compliance.
- Some out of normal hours working will be necessary for parent's evenings and exam work.
- You must have strong moral principles that reflect those of the school, be ambitious and creative with ideas and expectations.
- You must show an inclusive practice and attitude and be supportive and kind to all students, colleagues and community.

General Main Duties and Responsibilities:

- Liaising with all staff, e.g. Head of Department regarding entries and the cover supervisor regarding staffing issues.
- Disseminating information, answering enquiries and dealing with complaints regarding external examinations with staff, students and parents/carers.
- Submitting entries for external examinations to awarding bodies in advance of deadlines.
- Organising special education needs (SEND) provision, including liaising with the SEND coordinator applying to awarding bodies for special arrangements for such candidates.
- Managing 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 SEND are in place.
- Organising exam materials, providing safe custody of and organising examination stationery and materials, including question papers, in accordance with regulations.
- Managing room changes to ensure all examinations are catered for along with routine curriculum needs.
- Providing a centre timetable to include dates, times, venues and number of candidates.
- Resolving examination clashes in accordance with regulations.
- Briefing candidates on examination regulations and producing written guidelines for staff and students; ensuring candidates are aware of their own examination timetables.
- Collecting and dispatching worked scripts in accordance with the regulations.
- Arranging invigilation, including briefing and training invigilators in school procedures.

- Being present and available in school on the days when results are notified, and overseeing the distribution of results to candidates.
- Overseeing 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/departments, as appropriate.
- Encouraging a positive examination culture in the school to which all staff and students subscribe.
- Liaising with the National Assessment Agency and Examinations Officers Association as appropriate.
- Liaising with catering provider to ensure changes to lunchtime and break time routines are provided for.
- Keeping up to date with the requirements of the role.
- Ensuring attendance at appropriate awarding body and other INSET training meetings, etc and keeping up to date with the latest procedures and regulations for external examinations.
- Making external examination arrangements for private candidates.
- Arranging external examinations for non-curriculum subjects, including community languages.
- To identify and develop a range of data that can be used to monitor attainment and achievement throughout the School.
- To ensure the effective administration of pupil assessment data systems as per the assessment timetable.
- To plan, develop and manage the collection of data using a combination of software applications and School designed methods.
- To be responsible for the completion of any appropriate reports to the EFA and DfE.
- To develop and manage the School reporting system.
- To ensure that all pupil, subject and teaching information is regularly checked and any changes made.
- To be responsible for the downloading of information from relevant educational websites, including Raise Online, DfE and Ofsted.
- To design and set up mark sheets for pupil tracking reports and annual reports for all year groups
- To monitor the effectiveness and accuracy of pupil assessment data and/or to provide analysis of the effectiveness and accuracy of pupil assessment data.
- To input exam results and provide analysis to Senior Leadership Team and Heads of Departments..
- To produce reports for Senior Leadership Team, Governors, Curriculum Leaders and others as required and to extract data from MIS into excel so as to provide graphical analysis.
- Support the Office Manager in providing a friendly, professional and highly efficient and effective school office.
- Risk management such as Safeguarding and Data Protection.
- Ensure there are clear systems and processes in place for all office functions.
- Regularly evaluate office systems in a monitored way to identify efficiencies that can be made and identify any training needs.
- To provide administrative support for work experience, information advice and guidance for parent consultations.
- Support the office with other regular operations such as admissions and attendance.
- Ensure high quality attentive, friendly and helpful reception service which projects a positive and professional image of the school.
- Be an advocate in order to challenge and support staff to ensure a high quality service is provided and maintained at all times.
- Deal with general enquiries from parents and members of the public efficiently and effectively, referring to the appropriate person where necessary.
- Support the Office Manager, Heads of Departments and Community Support with collection and processing of data for statutory compliance such as census, DfE, EFA and Ofsted.
- Support the SLT with data for teaching and learning.
- Ensuring we are compliant with "Keeping children safe in education"
- Deal with incidents and accidents calmly and professionally, adhering to the school's policies and procedures at all times.

Exam Administrative Officer – Personal Specification:

	Essential:	Desirable:
Qualification:	<ul style="list-style-type: none"> • Experience of working in an exams role • An administrative qualification level 3 or equivalent • Other relevant CPD for school office • Strong understanding and experience of data management • At least 2 years' experience of data processing 	
Skills, Knowledge, Aptitude & Experience:	<ul style="list-style-type: none"> • General administration experience with excellent communication and organisational skills, demonstrating an accurate, methodical and systematic style of working • Extensive knowledge of Microsoft Office – Excel, mail merge, spreadsheets etc. • Strong knowledge of GDPR and data protection • Extensive knowledge of school office systems • Knowledge in all areas of this job description • Substantial experience of working in a customer-facing role • Some experience of working in an administrative role • Some experience of supervising or line managing people • Knowledge and understanding of safeguarding • Strong written and verbal communication skills • Effective personal organisation skills • Inclusive and collaborative approach • Strong IT skills 	
Physical:	<ul style="list-style-type: none"> • Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995 • Ability to undertake manual work and to perform tasks 	
Personal Qualities:	<ul style="list-style-type: none"> • Ability to work proactively, prioritise and manage workload, meet deadlines and take responsibility for specific areas of work both as an individual and within a team • Inclusive and collaborative approach • Commitment to completing all required in person and online Safeguarding 	

	<p>and KCSIE trainings.</p> <ul style="list-style-type: none"> • Commitment to equality of opportunity and the safeguarding and welfare of all pupils. • Adhere to the school's data protection procedures. • Willingness to undertake training. • Commitment to equality of opportunity and the safeguarding and welfare of all pupils • Adhere to the school's data protection procedures. • Willingness to undertake training. • At all times to conduct the post as an ambassador of the values and ethos of the school with a focus on ensuring the best possible support for the delivery of outstanding teaching and learning for all pupils in the school. • Undertake all work with due regard to the safeguarding and protection of children, and to health and safety requirements. • Organise and attend meetings where necessary and carry out agreed actions in a timely manner. • Undertake all work with due regard to best practice and legal requirements relating to diversity and equality. • Attending meetings to represent the department. • Some out of normal working hours may be necessary. • Undertake any other appropriate work as directed by the Head Teacher, Office Manager, and Head of Department. 	
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The setting is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. A full-enhanced Disclosure & Barring Service (DBS) and a pre employment health check will be obtained prior employment including satisfactory references checks.

You may contact us at:

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