

PENRYN COLLEGE

JOB DESCRIPTION

Job Title:	Exams Administration Assistant
Grade:	D £16,379 - £16,584 pro rata
Hours:	37 hours a week, term-time only plus inset and 12 days. To be worked flexibly throughout the year to meet the needs of the exams schedule.
Responsible to:	Curriculum Manager
Direct Supervisory Responsibility for:	None
Indirect Supervisory Responsibility for:	Exam Invigilators
Important Functional Relationships	<u>Internal:</u> Headteacher, teachers, support staff, pupils, Governors. <u>External:</u> Examination Boards, parents/guardians

Main Purpose of Job:

To organise and provide accurate administrative support in connection with all internal and external examinations and key stage data entries.

Main Duties and Responsibilities:

1. To assist with the processing of entries to examination boards.
2. To assist with the maintenance of syllabuses.
3. To oversee the collection and dissemination of coursework marks to examination boards.
4. To assist with the organisation of the timetable and invigilation programme for examinations, including liaison with external invigilators and correspondence with examination boards.
5. To be responsible for the organisation and security of examination papers.
6. To be responsible for the preparation and organisation of examination rooms.
7. To co-ordinate controlled assessments, MiDYis and ECDL.
8. To maintain all manual and computerised administration systems relating to examinations data.
9. To be responsible for the production of statistical returns in respect of examination results and data.
10. To support the Exams Office with OLM training.

11. To liaise and correspond with external examination bodies as appropriate.
12. To process and distribute examination results.
13. To be responsible for the collection, collation and distribution of Key Stage data and data reporting for each year group.
14. To co-ordinate and arrange invigilator training.
15. To assist with the preparations for presentation evenings, including production of certificates and engraving of trophies.
16. To undertake correspondence, which will include standard letters, reports, publications and other documents as required by the Exams Officer and/or School Management Team.
17. To undertake photocopying and document collation as requested.
18. To undertake filing in accordance with the established systems as requested. To work within and maintain all school established administrative systems and procedures.
19. To prepare and record outgoing mail, including examination papers appropriately. To liaise with postal services, courier services and examination boards as necessary.
20. To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
21. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection and GDPR).
22. To maintain confidentiality of information acquired in the course of undertaking duties for the department.
23. To be responsible for your own continuing self-development, undertaking training as appropriate.
24. To undertake other duties appropriate to the grading of the post as required.
25. To assist in other departments as required.

Date Prepared: September 2014

Job Description Prepared by: HR Office, Penryn College

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PERSON SPECIFICATION

Job Title: Exams Administration Assistant

Person Specification prepared by: HR Office

Date prepared: September 2014

Attributes	Essential	Desirable	How Identified
Relevant Experience	Demonstrable practical administrative work experience including the use of ICT databases. Practical experience of Word, Excel, e-mail & other office electronic applications.	Experience of administrative work within a school/college environment. Examination administration experience. Experience of school data & information systems.	Application Form / Interview
Education and Training	Attainment of GCSE's or equivalent (educated to level 2 standard) to include Maths and English.	Attainment of level 3 qualifications or equivalent (eg: A levels, AVCE)	Application Form
Special Knowledge and Skills	An ability to manage data and data analysis. Excellent oral and written skills. Excellent organisational skills. Excellent communication skills.	Knowledge of electronic display and presentation formats. Knowledge of SIMS.net and the SIMS Examinations Module.	Application form / interview Excel / Word processing test.
Any additional factors	Professional, tactful & sensitive. Ability to prioritise. Ability to work under pressure. Ability to work flexibly to cover early/late exams or additional hours as demanded by the role. Discreet and confidential. Ability to work on own initiative and within a team. Enjoys working with young people. Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.		