



Job Description

Job title: Exam Administrator
Reports to: Head of College (Vice Principal)
Location: The Hundred of Hoo Academy

The Postholder will be line managed by the Examinations Manager and is expected to have a willingness to use their initiative and have a solutions driven attitude.

Job Summary

Examinations

Supporting the Examinations Manager to ensure the effective operation of administrative aspects under the guidance of the Examinations Manger (EM). This will include:

- To assist the organisation and administration of both external and internal examinations, including entry and delivery
- To enter all Exam Access Arrangements (EAA) onto the Management Information systems (MIS) where required.
- Entering pupils for Pre-public examinations using MIS systems and liaising with Exams Manager (EM).
- To ensure all correct paperwork for each season is correct, in the correct files in a timely manner.
- Production of timetables as follows:
 - 1) Production of timetable for students, staff and parents
 - 2) Advise EM of timetable clashes so that rooms can be arranged
 - 3) Production and continued upkeep of each season's overview.
- To assist with Certificate collation, storage of data and secure destruction.
- To uphold the integrity and security of the examinations at all times.
- Any other Exams requirements, as may arise throughout the academic year.

Cover

- Map in daily cover and discretionary leave absence
- Inform staff of cover
- Manage emergency cover during the academy day
- Liaise with cover agencies when external supply staff are required

Chromebooks

Ensure the effective operation of all aspects of Chromebook delivery/return. This will include:

- Arranging letters and forms for parents/students to collect/return chromebooks.
- Organising the events for parents/students to collect/return chromebooks.
- Liaising with LM, Site team and ensuring that all stakeholders are aware of collection/delivery events.
- Keeping accurate records and ensuring agreements are signed and electronically filed correctly and paper copies destroyed in line with LAT protocol.
- Responsible for ensuring chromebooks that are not working are returned for fixing and a loan is given to the student/staff member
- Working with all stakeholders/liasing and always finding solutions to issues.
- Being the first point of contact for enquiries from all stakeholders

Administration

The postholder is an integral member of the administration team within the academy.

Ensure the effective operation of administration duties, including Reception under the guidance of the Office Supervisor or Office Manager. This will include:

- Undertaking Reception duties, as directed by the Office Supervisor
- Assisting the team with administration tasks as directed by your Line Manager, via the Office Supervisor
- Willingness to learn all aspects of administration within the academy.

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.