**Job Description: Examinations Officer & Medical Needs Administrator, Wye School**

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| **1. ROLE TITLE** |  |
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| Job Title: | Examinations Officer & Medical Needs Administrator |
| Reporting Line: | PA to Principal |
| Hours: | 30.0 hours per week (3 days Exams, 1 day Medical), term time plus 1 week in the school holiday to include examination results period. You will also be required to work full time during the mock and live exam periods. |
| Salary: | Up to £21,333 FTE, pro rata to £15,035 pa, dependent on experience |
| Closing Date: | Sunday 10th July 2022 at 00:00 Midnight |
| Interviews:  Start Date: | w/c 11th July 2022  TBC |

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| **2. PURPOSE OF ROLE**   * To be responsible for the co-ordination, administration, and smooth running of the examination process within the school in accordance with the regulations laid down by the awarding bodies. * To be responsible for the management of students with a medical condition. |

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| **3. RESPONSIBILITES**  **Examinations Officer**   1. To make all necessary arrangements relating to exam entries, seating plans, registers, and access arrangements. 2. To liaise with the examination boards as appropriate. 3. To be familiar with rules and regulations issued by examination boards, and JCQ, and to ensure awareness and compliance by subject leads, invigilators, and candidates. 4. To advise subject leads and SLT on the organisation, administration and conduct of internal and external examinations. 5. To set calendar deadlines and schedules for all stages in the process of entering and examining students for external exams, and to inform students and staff of details. 6. To build and maintain the whole school examination timetable, as well as timely issue of individual timetables to students for all external exams. 7. To prepare examination entry forms and liaise with subject leads in completing and dispatching accurate lists of candidates to exam boards to meet deadlines, including coursework submission deadlines. 8. To check and confirm all examination entries with departments and candidates. 9. To manage the electronic entry and submission of exam entries (and forecast grades) to exam boards in accordance with national entry deadlines. 10. To liaise with SEN regarding access arrangements for particular candidates and to complete special consideration forms for unwell / injured / absent candidates where appropriate. 11. To order, receive and secure papers and administrative documents from examination boards, checking to ensure they are of the appropriate type and quantity. 12. To make practical and administrative arrangements for the conduct of examinations, including rooming timetables; statements of entry to candidates; availability of papers and stationery; seating and numbering arrangements; and liaison with Premises staff as necessary. 13. To book, train, direct and manage the examination invigilation team members with regard to invigilation requirements, including arrangements for beginning and end of exams. 14. To collect, sort, check, pack and arrange collection of examination scripts and associated administrative documents. 15. To collect coursework, controlled assessments, mark sheets and samples of coursework for transmission to exam boards, together with any forecast grates required. 16. To arrange for receipt of results at the relevant times, and to make the necessary arrangements for their distribution to students. 17. To complete any administrative tasks related to re-sits, queries and appeals following consultation with relevant staff.  To work efficiently on administrative queries relating to remarks, access to scripts, and ‘missing’ marks following result day. 18. To arrange data input of external and internal assessments and examinations, collate results, and to record, report and provide statistics as required. 19. To make arrangements to receive, file, store and secure all certificates relating to external examinations; to participate in the organisation and arrangements for their distribution at presentation evenings. 20. To annually review all exam policies.   **Medical Needs Administrator**   1. Being responsible for overseeing the management of students with a medical condition in school. 2. Capturing data on admission of students with known medical conditions. 3. Maintaining accurate records of students in school with medical conditions, i.e., Asthma, Diabetes, Epilepsy, allergies etc. and review and update termly/annually as appropriate. 4. Maintaining up to date Health Care Plans for students in school with known medical conditions and ensure same are signed by parent/carer and school nurse. 5. Being responsible for accepting all the medicines in school that are to be administered to students and keep accurate records detailing medicines held. 6. Being responsible for the safe storage of medicines in school and the disposal of unwanted/unused medicines. 7. Being responsible for liaising with school nursing team and arranging scheduling and running of vaccination programmes in school. 8. Being responsible for arranging delivery of whole staff education sessions on asthma, diabetes and epilepsy and keep records detailing this training and review dates. 9. Being responsible for arranging delivery of specific medical condition training to key staff and keep records detailing this training and review dates. 10. Oversee the Medical Room, including maintenance of student records, emergency contact lists, and policies. 11. Maintaining medical room stock and first aid kit supplies. 12. Act as fire warden and key identified first aider; liaise with parents and carers regarding first aid incidents involving their child. 13. Undertake a monthly medical room audit, ordering medical supplies as required. 14. Contribute to annual review of Medical Conditions Policy. 15. Responsible for arranging staff first aid courses. |

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| **4. INDICATIVE KNOWLEDGE, SKILLS, AND EXPERIENCE**     * Previous secretarial or office experience essential, preferably in a school environment. * First Aid qualification essential, or willingness to attain one. * Excellent planning and organisation skills with the ability to juggle multiple demands. * Excellent written and spoken communication skills. * Ability to act with discretion and maintain confidentiality at all times. * ICT skills to include word processing, spreadsheets, databases, and publishing software. |