**Exams Administration Assistant**

**Role Description**

The Examinations Assistant role is a key part of our Examinations department reporting to the Examinations Officer.

If you wish to be part of a team assisting learners to achieve their potential by providing academic departments and learners with key administrative services and advice, then this could be the perfect role as you’ll develop these skills, whilst working in a school that has been recognised by OFSTED as investing in staff development.

The role is critical and the post-holder will contribute to the effective delivery of a high-quality examinations service, including the registration, collation and management of all examinations, assessments and certification. The post requires working closely with academic and support staff to ensure that an accurate and responsive service is provided.

Through a proactive, enthusiastic and customer focused approach you will help the school achieve our mission to provide skills for the future of our students and community, through outstanding teaching and learning. Your work will ultimately lead to a high quality, robust and informative examinations and assessment service plus positive development of the school’s reputation.

**Main Duties**

• To assist with the day to day operations and to provide administrative support to the Examinations Officer.

• Work efficiently, effectively and collaboratively across school’s processing student examinations and assessments.

**Role Objectives is to assist with: -**

• To process examination and assessment entries onto the school’s Management Information System and ensure that documentation is properly stored.

• To prepare and despatch entries to the Examination Boards.

• to work closely with the SEN department for access arrangements, when requested by tutors, for the candidates with physical or learning disabilities.

• Receive and prepare all examination materials and ensure it is kept in conditions as specified JCQ and the by the awarding organisation, including despatch and scripts.

• To input examination / assessment results onto the school’s Management Information System.

• To issue candidates results / certificates received from the Examination Boards.

• To take payment of examination resit and remark fees where applicable and ensure receipts for all payments are provided to the finance department.

• To plan invigilation cover for examinations on the exam timetable, contacting invigilators with allocations and informing the Exams Officer or Manager of any issues with cover.

• To assist the Exams Officer and Senior Leader in providing regular training updates for our pool of invigilators to ensure regulation compliance.

• To act as an invigilator/ reader or scribe where required if an invigilator cannot be sourced.

• To ensure a joined-up examination service for the group by working with teams across other sites and providing examination cover at other sites when required.

• To undertake any other administrative duties or project work as required

**Challenges**

• You will be able to manage conflicting demands, working within time pressures to complete day to day operational tasks and achieving these in line with tight deadlines.

• You will be able to retain information regarding a number of subjects and areas which may not be your speciality or understand where that information can be readily obtained.

**Your role in the department**

• You will report to the Exams Officer, working within the Examinations Department,

**Commitment to Safeguarding and Equality and Diversity**

Future School’s Trust places the safety and wellbeing of students and staff at the forefront of all its operations and is committed to creating and maintaining an environment that promotes effective safeguarding practice.

Future School’s Trust has a statutory and moral duty to ensure that the business functions with a view to safeguarding and promoting the welfare of children, vulnerable adults and young people studying.

The post holder will therefore be required to commit to the Safeguarding for all policy and will have a shared responsibility to promote a safe environment for children, vulnerable adults and young people learning within any of the business sites.

All posts are subject to a Disclosure and Barring Service check.

We would expect the post holder to be responsible for the Safeguarding of learners within their area and across the organisation including:

• Ensuring compliance with procedures for the protection of children and vulnerable adults

• Making certain of compliance with any guidance on Safe working Practice

• Being alert to any indication or allegation of abuse and take appropriate action under the appropriate procedures

Future School’s Trust is very proud to be viewed as being an Inclusive school. We have Investors in Diversity recognition for the work we have undertaken. We actively work to advance Equality and Diversity and eliminate any form of discrimination in line with our School’s Mission, Values, Culture, Policies and Procedures and in compliance with The Single Equality Act 2010. You will also be committed to a policy of equal opportunity of treatment to all students, staff, clients, and members of the public, regardless of any protected characteristics. We are proud to be part of the Disability Confidence Scheme.

**Data Protection**

Future School’s Trust takes data protection seriously and has a statutory and moral duty to ensure the security of the personal data collected by the Group, the post holder will be expected to have a knowledge of keeping personal data safe including:

• Ensuring compliance with the data protection policy

• Ensuring compliance with the subject access request policy

• Reporting any data breaches or data security concerns to the Data Protection team

**Requirement for flexibility and updating of the role description**

You will be required to carry out duties as maybe commensurate with the post which do not change the character or purpose of the post which are necessary to maintain high quality standards of business practice.

Duties must be carried out in strict compliance with all policies including, but not limited to; equality and diversity, health and safety, quality assurance and Data Protection.

**Examinations Assistant** - **Role Specification**

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| --- | --- | --- | --- |
| **AF-Application Form I–Interview R–Reference CQ–Certificate of Qualification Personal Skills Characteristics**  | **Essential**  | **Desirable**  |  |
| **1. Experience**  |
| • Experience of working in the Further Education sector.  |  |   |  |
| • Experience in a similar type of role and/or in a similar environment.  |  |  |  |
| • Evidence of track record in delivering similar objectives.  |  |  |  |
| **2. Qualifications**  |
| • Level 2 English & Maths qualification or equivalent.  |  |  |  |
| • Level 2 equivalent in a information technology related subject.  |  |  |  |
| **3. Practical and Intellectual Skills / Knowledge / Abilities**  |
| • Able to meet deadlines.  |  |   |
| • Prepare and plan ahead.  |  |  |
| • Work effectively with colleagues.  |  |  |
| • Developing collaborative working relationships with colleagues.  |  |  |
| • Liaising with colleagues, managers and customers.  |  |  |
| • Supervise and mentor others.  |  |  |
| • A knowledge of Sims MIS systems, Microsoft Office Packages (Word, Excel, Access and Outlook).  |  |  |
| • Attention to detail and work to a high level of accuracy.  |  |  |
| • Knowledge of JCQ regulations and individual awarding organisation guidelines.  |  |  |
| **4. Disposition / Attitude**  |  |
| • Appropriate level of professionalism and understanding.  |  |  |
| • Ability to listen and process information.  |  |  |
| • Work with others in a positive manner.  |  |  |
| • Be able to investigate problems and test solutions.  |  |  |
|  |  |
| • Be willing to adjust working hours during key exam periods.  |  |  |
| • Able to adjust to meet changing needs of the business.  |  |  |
| • Motivated, positive, meet deadlines, use own initiative, even when working under pressure.  |  |  |
| **5. Training**  |
| • Willing to undertake any training connected with the post.  |  |  |
| • Willing to undertake statutory training in connection with Safeguarding, Data Protection, Equality and Diversity and Prevent.  |  |  |
| **6. Physical Make-up**  |
| • No disability which is likely to impact upon the job performance; (that is, any that cannot be accommodated by reasonable adjustments).  |  |   |
| • Good sickness/attendance record in current/previous employment, (not including absences resulting from disability).  |  |  |
| • Willingness  |