



Cornwallis Academy

Ambitions for All

ATTENDANCE & EXAMINATIONS ASSISTANT

We are looking to appoint a highly motivated, extremely well organised, proactive individual to undertake this role of Attendance and Examinations Assistant at Cornwallis Academy. The successful candidate will assist with the delivery of efficient and secure administration and delivery of the Internal and external examinations process. As well as assist and administer on the daily attendance and punctuality of the students at the school.

The Position

Assisting the Attendance & Examinations Officer this role is 37 hours per week, term time + INSETS and two additional weeks (the additional 2 weeks are worked in line with the examination period and results weeks). This role is a permanent position. This post offers opportunities for further development as the Academy grows so we are looking to appoint a candidate who has the interest, capability and motivation to develop this role in the future.



JOB DESCRIPTION

Post:	Attendance & Examinations Assistant
Responsible to:	Attendance & Examinations Officer
Grade:	Kent Scheme 5
Working Pattern:	Full time, 37 hours per week, Term time + INSETS + Two weeks

1. Purpose

To assist in the daily maintenance of attendance data, internal/external examinations and to perform administrative duties as directed.

2. Accountability

- Assist the Attendance Officer with daily absence monitoring and truancy calls, ensuring attendance registers are updated with the relevant information such as late, medical appointment, illness etc.
- Answer incoming calls, collect voicemail messages, text messages and emails in a professional, efficient and prompt manner filtering enquiries as appropriate and recording messages on SIMS.
- Assist with the recording of pupil attendance registers on SIMS daily, following up on missing information with the relevant individuals such as parents, members of the Wellbeing team etc.
- Follow up all unauthorised absences by telephoning home and reporting outcomes to the Attendance Officer for further action to be taken.
- Provide a point of contact for pupils and parents to deal with any problems that arise in the first instance or refer them to ensure that problems are dealt with effectively whilst maintaining a positive school image.
- Maintain general administrative paper and computer based records to ensure data can be extracted when required.
- Provide information to external agencies when required following correct protocol.
- To be responsible for the promotion and regular opening of the Attendance Shop and maintaining stock levels.
- Provide general administrative support for internal and external examinations when needed as directed by the Attendance & Examinations Officer.
- Checking individual entries, providing entry lists to Heads of Subject, making amendments and issuing confirmation lists.
- Organising provision for Access Arrangements, including liaising with the SENCO regarding candidates with SEN.



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- Planning and writing internal exam timetables in consultation with SLT and Heads of Subject, including PPEs, and ensure that they are run in accordance with Examination Board regulations and procedures. This will include creating seating plans, ensuring that all required materials are in the examination rooms for the start of the examinations and arrangements for candidates with special educational needs are in place.
- Issue unique candidate numbers and individual examination timetables to students.
- Providing a centre timetable to include dates, times, venues and number of candidates.
- Being present and available in the Academy 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 and other charges are reimbursed by candidates/Subjects, as appropriate.
- Encouraging a positive approach and professional culture for public and internal examinations in the Academy to which all staff and students subscribe.
- Any other reasonable duties as commensurate with the grading of the post.

3. Person Specification

- Computer Literate with good knowledge of Excel and SIMS.
- Excellent interpersonal skills.
- Ability to work on own initiative and prioritise work.
- Organised and efficient.

4. Additional duties

- Attend team meetings and staff meetings as required.
- Maintain confidentiality inside and outside the workplace.
- Understand and apply Academy policies.
- Undertake any reasonable additional responsibilities requested at any time by the Academy leadership team.
- To support with Whole Academy Administrative duties as required.

This job profile is subject to review to complement the Academy's Performance Management Framework.