

## **JOB DESCRIPTION**

Job title: School Administrator & Exams Officer

Grade: 5

Term Time, plus INSET, plus 1 week (this will be fixed GCSE exam results week) (40 weeks)

Hours: Full time (35 hours) 8.30 – 4.00(30 min unpaid break)

Under the direction of the Operations Lead to:

The school administrator will work alongside the part time school receptionist to ensure excellent administrative support at all times and reception cover Wednesday to Friday. This includes:

- provide a warm and friendly welcome to pupils, parents, staff and visitors and deal with their requests in a professional and efficient manner
- answer the telephone in a friendly, professional and efficient manner and record and pass on messages as appropriate
- maintain confidentiality and discretion regarding sensitive information and to ensure that complex queries or issues are conveyed accurately to senior members of staff
- circulate whole school emails
- ensure that the reception and waiting areas are maintained to the highest professional standards
- complete a daily check to ensure all class registers have been completed and entered on Integris
- comply with the school's safeguarding and health and safety procedures by ensuring visitors and staff sign in and out, and are provided with appropriate lanyards
- manage the entry/exit fob system for visitors and parents
- accept and sign for deliveries as appropriate, liaising with relevant staff members to distribute deliveries
- assist with, and monitor, room bookings
- enter school lunches onto ParentPay
- ensure completion of pupil census
- Accurately maintain the school diary
- undertake photocopying and other relevant administrative tasks as required.

Other administrative tasks may include:

- collate staff absence and claim forms and ensure that they are submitted to Central HR within the payroll deadline
- liaise with the central finance team regarding placing orders, forwarding invoices once approved.
- Assisting the Operations Lead with maintaining credit card and petty cash logs, and assisting with banking of any cash
- Managing stock levels of stationery and other curriculum resources
- Other relevant tasks suitable for the grading of the position

Exams Officer:

Under the supervision of the Deputy Headteacher, be responsible for the administration and organisation of all aspects of external examinations in accordance with awarding bodies regulations. As a school with pupils aged 4 – 16, this includes statutory assessments for reception, phonics, multiplication checks, SATs and GCSEs.

- Generate system reports as required by school managers, governors, external agencies e.g. LA
- Support the DH in setting up and analysis of reports to track individual/cohort pupil progress
- Support the DH to develop and monitor data management information systems
- Ensure that set data collection timescales are met, following up with individual members of staff on any missing details
- Compile and submit achievement and attainment data as required
- Liaising with all staff, e.g. heads of department regarding examination/qualification entries. Submitting entries for external examinations/qualifications to awarding bodies in advance of deadlines using EDI
- Organising SEN provision and applying to awarding bodies in advance for special arrangements for such candidates
- Managing the daily running of external examinations. This will include ensuring that all required materials are in the examination rooms for candidates with special educational needs are in place
- Organising exam materials, providing safe custody of and organising examination stationery and materials, including question papers, in accordance with regulations, (To include SAT's)
- Organising the examination rooms, in accordance with regulations
- Providing a centre timetable to include dates, times, venues and number of candidates
- Collecting and despatching worked scripts in accordance with the regulations
- Arranging invigilation, including briefing and training invigilators in school procedures
- Make arrangements to ensure results are notified, and overseeing the distribution of results to candidates
- Producing table of examination results as soon as practicable with points scores
- Overseeing the checking and distribution of certificates
- Gather and distribute assessment data and exam/qualification information to ensure data and exam procedures are maintained
- Ensure qualification entries and results are submitted/communicated on time and accurately to the relevant parties
- Ensure that all aspects of the Belmont Exams Policy are implemented and maintained, e.g. running examinations, pre and post exam procedures, the security and integrity of exam materials and results etc. (To include SAT's)