

JOB DESCRIPTION - Exams Administrator

Job title	Exams Administrator
Grade	Grade B
Responsible to	Examinations Manager
Responsible for	To support the Examinations Manager in managing all aspects of the examinations function in College
Effective from	Jan 2025

Summit Learning Trust Mission Statement

Success through Endeavour
Ambition through Challenge
Strength through Diversity

Job Purpose

- To support the Exams Manager in the provision of an efficient and effective data, assessment and examinations processes for the college
- To contribute to the improvement in teaching and learning through the provision of accurate and timely examination and assessment data
- To support the administration, organisation and smooth running of internal/external examinations.
- To support the administration of student data entry and reporting

Main duties and responsibilities

- Collate data into spreadsheets and analyse the data
- Upload information in various databases including Arbor
- To issue and collect forms to/from Curriculum Leaders for the collation of information regarding estimated and actual examinations entries.
- Distribute checklists to teaching colleagues and update Arbor with any amendments.
- Processing Post Result Services including collection of fees and issuing of refunds as appropriate
- Assisting with the organisation of exam rooms and the preparation and checking of Exam timetables
- Assisting with arranging invigilation and support with the recruitment and training of invigilators.
- Undertake examination invigilation as required
- Assist with the arrangement of clashes on before and during exam sessions
- Assisting with arrangements for the security and distribution of exam stationery and question papers

- Assisting with the distribution and analysis of exam results
- Check and collate certificates
- Retrieval of information from computerised examination system and the production of simple reports as required
- Answer telephone queries
- Undertake general photocopying and administrative work
- Liaise with learners, colleagues and other organisations
- To actively take part in the Professional Development and Performance Review Scheme
- To be committed to the safeguarding and promotion of the welfare of children and vulnerable adults
- To be responsible for Health and Safety within areas of own responsibility
- To actively promote Safeguarding, British Values and the College's Preventing Vulnerability strategy
- To promote and comply with equality of opportunity

Notes

- Undertake any other appropriate and reasonable activity as may be directed from time to time by the Principal.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

Job description issued by the Principal:	
Copy received by:	
Date:	

Person Specification – Exam Administrator

The successful candidate will be suitably qualified with a breadth of relevant experience and capable of inspiring trust and confidence across a diverse range of learners, colleagues and parents/carers.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> A good standard of education including at least GCSE English and Maths grade C/4 or equivalent. 	<ul style="list-style-type: none"> A Levels or level 3 equivalent qualification. First Aid at Work qualification or willingness to undertake.
Relevant Experience	<ul style="list-style-type: none"> Experience of working without direct supervision Experience of working within a busy office environment and working to strict deadlines Experience of Microsoft packages, ie. Excel, Word 	<ul style="list-style-type: none"> Experience of working in post-16 education. Experience of working in an exams office. Experience of using databases eg: arbor
Knowledge and understanding	<ul style="list-style-type: none"> Have a knowledge and understanding of confidentiality 	
Skills and aptitudes	<ul style="list-style-type: none"> Keen attention to detail and ability to maintain accurate records. Excellent communication skills both oral and written Ability to spot potential issues and be proactive in problem solving. Ability to be an active team member. Ability to balance the need to take the initiative with an awareness of the boundaries to individual competence and responsibilities. 	

	<ul style="list-style-type: none"> • Well-developed organisational and administrative skills. • Competent user of Microsoft 365. • Ability to reliably meet deadlines. • Commitment to continuing professional development. • Ability to work flexible as and when required to meet peak demands of workload 	
Special Requirements	<ul style="list-style-type: none"> • Enhanced DBS clearance • Compliance with all Academy and Trust policies • Committed to safeguarding and promoting the welfare and success of all learners • The implementation of equal opportunities practice. 	

Professional Services Colleagues

The following Generic Job Description is applicable to all Professional Services Colleagues and is designed to meet the needs of the College community. It will be reviewed at least bi-annually.

Raising Standards of Achievement

- To work as a whole to raise standards of achievement for all our learners.
- To adhere to the College's policies and practice.
- To promote the College's ethos in every aspect of the role presenting a positive image to the community.
- To act as a role model for our learners, promoting our vision and values.
- To work flexibly to support the College's needs; this may include the need to work beyond the confines of the normal working day, for which time off in lieu will be given in accordance with the College's Time Off In Lieu Policy.
- To undertake any reasonable task as directed by the Principal.
- To be proactive in suggesting and supporting change for the benefit of the College community.
- To work outside the immediate role and team as necessary to ensure the smooth running of the College e.g. exam invigilation.

Our Learners

- To be responsible for assisting with and monitoring the welfare, care and safety of learners e.g. acting as a learner mentor
- To take responsibility for reporting inappropriate behaviour while on site to relevant colleagues and dealing with incidents if able, appropriate and necessary.
- To note, share and celebrate learner achievement.
- To be aware of and work to achieving the College's Strategic Priorities.

Support, Training and Professional Development

- To participate in Briefing and Meetings as appropriate.
- To participate in training and colleague Development Days as appropriate.
- To participate in our Trust's Performance Management Programme.
- To make a full commitment to the delivery of the College's policies for Health and Safety and Equality and Diversity.
- To actively promote Safeguarding, British Values, Prevent and the College's Promoting Resilience: Preventing Vulnerability strategy.
- To participate in professional development and training, cascade acquired skills and knowledge to colleagues and train individuals as appropriate.
- Training, support and assistance will be given, if and when needed, to help deal with learner control and behaviour, coaching and other duties such as exam invigilation, accompanying trips, etc.

Generic Professional Services