

**JOB DESCRIPTION**

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| **Job Title** | | | exams officer and BUSINESS SUPPORT administrator (EDUCATION) | | | |
| **Salary**  **Hours** | | | £20K - £22K p.a.  37.5 hours per week | | | |
| **Primary Purpose of the Job** | | | Working in the Business Support Team, the Exams Officer and Business Support Administrator will be responsible for supporting the Senior Management Team and Business Manager with the administration, management and co-ordination of exams. Provide cover for the Business Support Team. | | | |
| **Responsible to** | | | Business Manager | | | |
| **Principal Responsibilities** | | | Support the Senior Management Team to develop and improve outcomes. Sims, Infomentor, Behaviour Watch, provision map and other systems to be developed and processed in a timely manner with the Senior Management Team.  Data & spreadsheet input and evaluation as and when required. | | | |
| **MAIN DUTIES** | | | | | |  |
| 1. | Provide support to Senior Management Team to develop and improve the Exam Process. | | | | |  |
| 2. | Support the Senior Management Team to develop the School Self-evalutation, the School Improvement Plan and report for Governors. | | | | |  |
| 3. | Use, develop and improve Sims, Infomentor, Behaviour Watch and other systems. Input data in a timely manner. Proactively provide reports, quality assure and provide advice and guidance. | | | | |  |
| 4. | Develop, improve and maintain the student admission and attendance process, data recording and analysis. | | | | |  |
| 5. | Provide reports and monitoring information for grants, programmes, statutory bodies etc. | | | | |  |
| 6. | Liaise with a wide range of internal and external stakeholders, including students, parents, Heads of Areas, Teachers and Awarding Organisations | | | | |  |
| 7. | Manage Invigilators, including assessing training needs for new and existing invigilators and updating on changes in rules and regulations | | | | |  |
| 8. | Manage the examination process from registration through to examination | | | | |  |
| 9. | Support the process relating to access arrangements eg supporting the SENCO in making applications, rooming, training etc. | | | | |  |
| 10. | Policies & Processes – Assist in review process | | | | |  |
| 11. | Understand the Independent School Standards to ensure compliance and that best practice is followed. | | | | |  |
| 12. | Ability to note take | | | | |  |
| 13. | Provide cover for Business Support Team for holidays, sickness etc | | | | |  |
| 14. | Undertake general administration tasks | | | | |  |
| 15. | Attend relevant training and proactively undertake regular CPD activities to enhance own understanding and best practice | | | | |  |
| 16. | Develop a strong professional working relationship with colleagues to achieve shared goals | | | | |  |
| 17. | Carry out other duties from time to time | | | | |  |
| 18. | Attend supervision with the line Manager, on an agreed basis | | | | |  |
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**PERSON SPECIFICATION**

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| **Job Title** | | BUSINESS SUPPORT EDUCATION SUPPORT (eDUCATION) | |
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| **MINIMUM ESSENTIAL REQUIREMENTS** | | **METHOD OF ASSESSMENT** | |
| **Skills and Competency** | |  | |
|  | Excellent communication skills to liaise with external agencies/partners/LA | | Application form or inteerview | |
|  | Data entry accuracy is essential. | | Application form or interview | |
|  | Ability to multi-task, prioritise and deliver a high-quality output. | | Application form or interview | |
|  | Organised and efficient, with strong time management, planning and organisational skills. | | Application form or interview | |
|  | Must be able to meet tight deadlines, with a proactive and flexible approach to work. | | Application form or interview | |
|  | Ability to work under own initiative and independence in a positive and solution-focused manner to full-fil the requirements of the post, within agreed guidelines | | Application form or interview | |
|  | A team player who is comfortable with change and is keen to develop and grow with the organisation | | Application form or interview | |
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| **Knowledge/Experience/Qualifications/Training etc.** | |  | |
| 1. | Educated to A Level or equivalent desired but not essential. | | Application form or qualifications | |
| 2. | Experience of working as an Exam Officer desirable | | Application form or interview | |
| 3. | Excellent communication skills, written and verbal | | Application form or interview | |
| 4. | Excellent computer skills, including proficiency with Microsoft Office Suite | | Application form or interview | |
| 5. | Excellent data entry and ability to work with multiple systems and data | | Application form or interview | |
| 6. | Intermediate Microsoft Excel (including basic sum formulae and formatting skills) | | Application form or interview | |

Applications should be completed to demonstrate how you meet the requirements of the Job Description and Person Specification and returned to [heather.hanlon@raisetheyouth.co.uk](mailto:heather.hanlon@raisetheyouth.co.uk)