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| **POST** | Exams and Admissions officer |
| **GRADE** | UL Band 3 Group 4 |
| **SALARY** | £28,000.00 - £30,000.00 |

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| **JOB PURPOSE** |

* Accountability for the management and administration of essential and good practice tasks within the examinations process of both public and internal examinations.
* To develop and promote inclusive education for students.
* To co-ordinate the transition of students between educational establishments.
* To manage in year admissions including CAT testing and pre-enrolment meetings

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| **MAIN DUTIES AND RESPONSIBILITIES** |

* Preparation, planning, development, organisation, management and running of both public and internal examinations and tests.
* Effective and efficient management of the KS4 exam results process each year, from entry to post-results, ensuring all elements run smoothly.
* Providing a centre timetable to include dates, times, venues and number of candidates, resolving examination clashes in accordance with regulations as necessary — for public and internal examinations and tests.
* Oversee baseline testing for all new students.
* Liaison with site staff regarding the practicalities of exam arrangements.
* Ensuring the Examination Policy is up to date and in line with regulations.
* Dealing with all matters concerning special considerations and access arrangements in conjunction with the SENDCO.
* Organising invigilation and the management and deployment of invigilators, including briefing and training invigilators in college procedures.
* To lease with the SENDCO to ensure effective arrangements where an additional learning need is relevant.
* Ensuring effective, articulate timely and sensitive communication with a wide range of internal and external stakeholders, including Awarding bodies, SLT, Heads of Faculty, Student Progress Leaders, Teachers, Tutors, students and parent/carers.
* Monitoring incoming documents to ensure the correct papers are received from the examination boards and are stored securely according to regulations.
* Maintaining the archive of historical examinations data.
* Liaise with the Principal, SLT, teaching staff and agencies regarding in year admissions.
* Develop and promote inclusive education for students with emotional, social and behavioural difficulties.
* To make staff and other agencies aware of any intervention requirements a in year admission students may need.
* Assisting with other school administration as requested.
* To carry out any other such tasks as may be assigned by the Principal.

**General Duties**

* To have a duty of care to yourself and others regarding Health and Safety issues and ensure that the Academy’s Health & Safety Policies and Procedures are implemented.
* To actively promote the Academy’s Equality & Diversity Policy, encouraging staff awareness and participation in all areas.
* To actively promote the Academy’s Safeguarding Policy and be aware of your responsibilities to report concerns.

* Adhere to the Academy’s Data Protection Policy and Procedure and ensure private and confidential data is kept secure and disposed of in the appropriate manner.
* To carry out duties pertinent to the scope of the post as directed by the Principal or other senior manager of the Academy.

*The above are the key accountabilities as currently defined; they are not listed in priority order and should not be taken to be so. These accountabilities may be subject to periodic review, and the post holder will be expected to take on such variations as are consistent with the level of responsibility and purpose of the post.*

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| **PERSON SPECIFICATION** |

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|  |  | **ESSENTIAL** | **DESIRABLE** | **LIKELY TO BE ASSESSED BY;**  **I -** Interview  **AF -** Application form  **T -** Task |
|  | **KNOWLEDGE** |  |  |  |
| 1 | Intermediate ICT skills including Word, Excel, and Outlook and be able to establish, maintain and up-date databases accurately. | ✓ |  | AF, I & T |
| 2 | Knowledge and understanding of current examination programmes, processes or requirements. | ✓ |  | AF & I |
| 3 | An understanding and commitment to Equality and Diversity, Safeguarding and Health and Safety. | ✓ |  | I |
|  | **ABILITIES/SKILLS/EXPERIENCE** |  |  |  |
| 4 | Proven office experience with a sound knowledge and understanding of administrative procedures. | ✓ |  | AF & I |
| 5 | Good written and verbal communication skills and able to communicate to diverse range of people clearly and effectively. | ✓ |  | AF & I & T |
| 6 | Experience of working in and contributing to effective team | ✓ |  | I |
| 7 | Experience of dealing with people of all ages. |  | ✓ | AF & I |
| 8 | Ability to problem solve using own initiative | ✓ |  | I & T |
| 9 | Experience of the management and administration of examinations |  | ✓ | AF & I |
| 10 | Good literacy and Numeracy skills | ✓ |  | T |
| 11 | Experience of facilitating a CAT test | ✓ |  | AF, I |
| 12 | Experience of working in an Education environment |  | ✓ | I |
| 13 | Excellent attention to detail with the ability to identify improvements to processes and procedures | ✓ |  | AF & I |
| 14 | Experience of supervising adult staff |  | ✓ | I |
| 15 | Experience of the in-year admissions process |  | ✓ | AF, I |
| 16 | Experience of liaising with agency workers |  | ✓ | AF |
|  | **QUALIFICATION** |  |  |  |
| 17 | Qualified to Level 2 (preferably to include English and maths) | ✓ |  | AF |
| 18 | Health and Safety/ Risk Assessment qualification or training |  | ✓ | I |