**Job Description**

**Job Title: Administrative Assistant (Examinations and General Admin)**

**Scale: B1 SCP 13-17**

**Hours: Permanent** *(subject to a 6- month probationary period)*

**37 hours, term time only plus 10 days**

**Responsible to: Academy Operations Manager**

**Job Purpose**

To provide administrative support to the Operations Manager to ensure that the examinations procedures of the Academy are administered and implemented smoothly so that all students can succeed. To provide general administration support as directed by the Operations Manager.

**Responsibilities**

**Examinations**

**To assist the Academy Operations Manager with the below:**

* Keeping detailed real time records, showing examination entries and for all TMA students.
* Dealing with the requirements of examination boards for the effective administration of examinations and providing relevant statistical reports as required.
* Liaising with Examination Boards in respect of administration of entries, coursework requirements, conduct of examination and results.
* Submitting all entries and ensuring that Examination Boards/Authorities are aware of any special requirements for students/school and that the appropriate provision is made.
* Providing accurate timetables to include dates, times, venues and number of candidates for all external and internal examinations.
* Ensuring that all students, staff and parents are aware of and comply with the regulations for external and internal examinations and liaising with students/parents in respect of results, enquiries and appeals.
* Creating seating plans, organizing examination rooms and arranging safe and secure storage of examination materials and question papers, in accordance with relevant regulations.
* Facilitating exam invigilation, ensuring that invigilators are properly briefed on procedures.
* Providing support in school on examination results days.
* Making external examination arrangements for private candidates where appropriate.
* Ensuring certificates are checked and distributed appropriately.
* Keeping up to date procedures and regulations for external examinations ensuring attendance at appropriate awarding body and in-service training meetings.

**General**

* Support the wider administration team as required and undertake any other duties commensurate with the grade of the post.
* Communicating effectively with staff, parents/carers via written communication and on the telephone.
* Dealing appropriately with students when the occasion arises.
* Using IT applications, databases effectively to deliver high quality, prompt, and efficient administration tasks.
* Working with, and supporting academy policies and procedures.
* Engaging in training and professional development as appropriate.
* On occasions undertaking work outside normal office hours in order to meet the variable nature of workloads and deadlines and to support academy events.
* Being aware of, and comply with, policies and procedures relating to child protection, safeguarding, health & safety, confidentiality and data protection.
* Having a commitment to collaborative and co-operative working.
* Working as a team member, identifying opportunities for working with colleagues and sharing the development of effective practice with them.
* Working in other roles within the wider administration team as required.
* Performing other relevant tasks as directed by senior leaders.

**Person Specification**

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| **Attribute** | **Essential** | **Desirable** | **How identified** |
| Skills, knowledge and  experience | * Ability to keep accurate records, work under pressure and in confidence * Excellent interpersonal and organisational skills * GCSE Mathematics * Professional telephone manner, smart appearance * Computer literate and competent in using Microsoft Office * Flexible approach and ability to work on own initiative as well as part of a busy administration team * An understanding of data protection regulations * Knowledge and understanding regarding Safeguarding, Child Protection and Prevent | * Experience of working in a school * Experience of SIMs database * Experience of Examinations Administration | * Letter of application * References * Interview |
| Personal attributes | * A sense of responsibility and confidentiality * Ability to work under pressure * Co-operative, willing, reliable and trustworthy * Ability to work on own and part of a team * Friendly, calm, and unruffled disposition * A commitment to safeguarding children | * Experience of working with young people * Highly motivated | * Letter of application * Interview |
| Special Working Conditions | * On occasions work outside normal office hours * No smoking environment |  |  |

*The Morley Academy is committed to safeguarding and promoting the wellbeing of all children and we expect our staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure Barring Service Check. We promote diversity and aim to establish a workforce, which reflects the population of Leeds.*