**Job Outline and Person Specification**

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| **Position Title** | Examinations/School Administrator |
| **Location** | Holsworthy Community College |
| **Reporting to** | Senior Administrator |
| **Hours** | 1480 hours per annum  37 hours per week, 40 weeks per year |
| **Work Pattern** | To be worked flexibly throughout the year, according to Exam demands. |
| **Grade / Salary** | Grade D |
| **Organisation** | The Dartmoor Multi Academy Trust |
| **Effective date of JD** | 1st September 2019 |

There are 16 schools within The Dartmoor Multi Academy Trust. Holsworthy College is part of the Holsworthy Federation group of schools, along with Bradford, Bridgerule and Black Torrington Primary Schools.

Your main place of work will be Holsworthy Community College but you may be required to work across all the schools within The Dartmoor Multi-Academy Trust at any time as directed by the Executive Team.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

**Job Purpose:**

The main purpose of the job is accountability for the management and administration of essential and good practice tasks within the examinations process of both public and internal examinations.

**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.
* Liaison with site staff regarding the practicalities of exam arrangements.
* Ensuring college 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 SENCo.
* Organising invigilation and the management and deployment of invigilators, including briefing and training invigilators in college procedures.
* 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.
* Assisting with other school administration as requested.

**Health & Safety**

* Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
* Co-operate with the employer on all issues to do with Health, Safety & Welfare.

**Professional Development**

* Undertake any necessary professional development as identified in the College Development Plan, and through appraisal, taking full advantage of any relevant training and development available.
* Maintain a professional portfolio of evidence to support the Performance Management process — evaluating and improving own practice

**Data Protection / General Data Protection Regulations (GDPR)**

The Privacy Notice sets out our general principles in relation to Data Protection and the General Data Protection Regulations.

You should also abide all Trust policies relating to the use of data including but not limited to:

·        Acceptable Use Policy

·        Records Retention Policy

·        Personal Data Breach Procedure

·        Employee Code of Conduct

·        E-safety Policy

·        Social Media Policy

·        Use of Personal Devices Policy

Our Privacy Notice for Employees explains how we use your personal data.

**You should note that a duty of confidentiality applies to all personal data you see prior to your first day of employment (for example, pupil lists for the purposes of lesson planning or other activities to support teaching and learning). This reflects the custom and practice of teachers’ contracts of employment starting on the first day of term while recognising the need to be aware of and plan to support pupil needs.**

**Person specification:**

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| **Attribute** | **Essential** | **Desirable** |
| Experience | * Proven office experience. * Experience of dealing with people of all ages. * Sound knowledge and understanding of administrative procedures. * Experience of the management and administration of examinations | * Experience of working in a school office. |
| Practical Skills & Personal Qualities | * Attention to detail. * Excellent interpersonal and organisational skills. * Ability to priorities and work effectively to meet deadlines. * Adaptable in approach to work. * Excellent verbal and written skills. * Able to communicate effectively with parent/carers, students, teachers, awarding bodies and outside agencies. * Calm, positive manner combined with good interpersonal and communication skills. * Able to ensure confidentiality at all times. * Able to contribute to a positive ethos in the College in which everyone, staff, students, parent/carers and visitors feel valued. |  |
| Technology / IT Skills | * Computer literate. * Proficient user of a range of Microsoft Office software and other applications necessary for the role (SIMs and Exams Organiser). * Experience of use of Awarding bodies’ secure online sites. | * Confident with electronic forms of communication |
| Education and Training | * Good standard of education to GCSE or equivalent. |  |
| Equal Opportunities | * The Dartmoor Multi Academy Trust and its staff have a statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties. |  |

**All schools in The Dartmoor Multi Academy Trust are committed to safeguarding and promoting the**

**welfare of children and young people.**

**The successful candidate will be required to undertake an Enhanced Disclosure via the Disclosure**

**Barring Service (DBS).**