**The Charter School**

**Post:** Administrator for External Affairs and Examinations

**Salary/Grade: Hay 6 (Point 20-27)**

**Working time: 36 hours a week 41 weeks a year.**

**Responsible to: Head of External Affairs and Career Aspirations**

**Job Purpose:**

The Administrator for External Affairs and Examinations is responsible for:

* Providing administrative support for and resourcing large and small events e.g. the annual careers fair, guest speakers; any school careers education, advice and information guidance (CEAIG) trips
* Administration of school website
* Maintaining the school’s CEAIG contact database
* Ownership of Parents Communications through the RS Connect ED
* Supporting in all aspects of school CEAIG trips and events
* Organising the school’s work experience programme
* Liaising with Data & Exams Manager to discuss deadlines and other exam related issues
* Creating exams schedules for internal and external exams
* Ensuring that all required information, including that for external candidates, is obtained and submitted accurately within set deadlines in relation to examination entries, changes, withdrawals, remark requests, and assessment data. Keep up to date with all JCQ rules and regulations and deadlines
* Post results enquires processing and communicating this to departments and parents
* The processing and issuing of examination results in line with examination board requirements and school policies and procedures
* Liaising with the SEN Administrator and IT Facilities to organise access arrangements for all students who have special education needs for exams
* Keep up to date records and procedure for JCQ onsite inspection

**Job Specification**

* To establish and maintain good relationships with all students, parents/carers, colleagues and other professionals
* Coordinate, enable and take responsibility for the resource requirements for school events including liaison with a range of school departments and external suppliers in order to provide for the needs of events
* Organise and run the school’s work experience programme, liaising with pupils, employers, the LEA Education Business Alliance, and parents and carers
* To support their line manager in the school website content management and accuracy
* To be the gatekeeper for all external messaging, including information regarding exams, sent by school via the RS Connect Ed system
* To provide administrative support for all school CEAIG events and trips
* To be responsible for the administration of the school diary / calendar in relation to CEAIG events and examinations
* To process, input and extract data held on the school’s database systems ensuring that data protection regulations are complied with and maintained
* To take minutes/notes in meetings and circulate necessary information
* To deal with correspondence promptly and as required
* To ensure that financial procedures and activities are carried out as per procedures
* To escort pupils on educational visits / trips during school hours as required
* To ensure that examination papers and documentation are securely stored as per examination board requirements
* To set up exam venues as per examination board requirements
* To co-ordinate the posting of coursework and examination papers
* To co-ordinate access arrangements with SEN Administrator for all internal and external exams
* To liaise with the Facilities & ICT Department to ensure that halls and rooms are available, and desks and chairs set out as required
* To prepare and liaise with exams manager regarding results day and enrolment
* To co-ordinate exam certificates when they arrive into centre & arrange for them to reach students either by an event or posting
* To input examination entries and results into school database systems as required
* To be flexible in busy periods during exam time especially between April to the beginning of July
* To be available on results days in August in order to process and issue examination results to staff and students as per examination board requirements and school policies and procedures
* To ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including examination entries, returns and reports

# Conditions of Employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the school’s ethos and its objectives, policies and procedures as agreed by the governing body, attending school events as required.

To uphold the school's policy in respect of child protection matters and ensure compliance within the school of data protection regulations.

S/he shall be subject to all relevant statutory and institutional requirements.

The post holder may be required to perform any other reasonable tasks after consultation, and to assist in such duties and activities relating to any of the above areas appropriate to grade as the Headteacher and Governors shall from time to time reasonably require.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

All staff participate in the school’s performance management scheme and are expected to attend training sessions and meetings as required.

**Person Specification**

**Qualifications & Experience**

* Studied to a minimum standard of GCSE (grade A\*- C) or equivalent, in English and Maths.
* Experience of working in a busy office environment.
* Previous administration experience.
* Appropriate First Aid training or willingness to undertake.
* Experience of working with young people.

**Knowledge & Skills**

* Ability to build and form good relationships with colleagues and students.
* Ability to work constructively as part of a team, understanding school roles and responsibilities including own.
* Excellent verbal and written communication skills
* Excellent standard of numeracy and literacy skills.
* Ability to proficiently use office computer software including word-processing, spreadsheet, database and internet systems.
* Ability to absorb and understand a wide range of information.
* Ability to maintain accurate records and filing systems.
* Ability to deal with confidential data / issues appropriately.
* Ability to work flexibly to attend school events outside of school hours.

**Personal Qualities**

* Initiative and ability to prioritise one’s own work.
* Able to follow direction and work in collaboration with line manager and colleagues.
* Able to work flexibly to meet deadlines and respond to unplanned situations.
* Efficient and meticulous in organisation.
* Desire to enhance and develop skills and knowledge through CPD.
* Commitment to the highest standards of child protection.
* Recognition of the importance of personal responsibility for Health & Safety.
* Commitment to the school’s ethos, aims and its whole community.