



St Laurence School Job Description

Title of Post: Admin Support Assistant - Exams

Grade: NJC Pay Scale Grade D
SCP 14 - 17

Contract Terms: NJC Terms and Conditions
SLS Generic job description for all support staff
20 hours per week 40 weeks per year (Term Time plus 1 week)

Fundamental Task: The Admin Support Assistant – Exams, in collaboration with the Examinations Officer, will be responsible for the administration of all aspects of public examinations, ensuring day-to-day organisation and smooth running of the examinations arrangements.

Relationships: The postholder is responsible to:-

- The Examinations Officer in day to day operations
- The Director of Finance & Operations in all other matters

Professional interaction with colleagues is expected in order to maintain productive relationships and promote mutual understanding.

Staff are entitled to expect courtesy and respect from students and are expected to work towards a constructive and harmonious relationship with them.

Main Duties: Key Tasks

- Administration of public exam entries, assisting with the following:
 - Inputting all public examination entries for exam boards into SIMS (information management system)
 - Production and distribution of statements of exam entries for all exam candidates, collating returns and informing the Examinations Officer of any changes
 - Maintaining up to date Access Arrangement database and submitting new applications to exam boards
- In preparation for the examination season, assisting with the following:-
 - Ensuring that we have the appropriate number of external invigilators available
 - Booking the external invigilators for the exam season, including MFL orals and all other applicable exams
- During the examination season, assisting with the following:-
 - Submitting applications for special consideration to the exam boards as they are received
- Post Examination Services, together with the Examinations Officer:-
 - Collect all Enquiries About Results (EAR) and payments, ensuring that payments are processed and EARs are processed to Awarding bodies immediately and outcomes distributed to students and teaching staff
 - Check that all certificates are correct on arrival and return to Awarding bodies for amendment if necessary
- General duties will also include:
 - Proactive support to the Examinations Officer
 - Any other administration tasks in relation to the Examinations Officer
 - Ensuring that all external invigilators attend the appropriate training on a cyclical basis.
- First Aid:
 - Be prepared to undertake and maintain a current First Aid at work qualification
 - Administer First Aid as required on a rota basis

- Decision Making:** The jobholder has no direct decision making responsibilities but is responsible for adherence to Whole School and Departmental policies.
- Resources:** The post holder is accountable for the accurate handling and security of incoming and outgoing exam papers, EARs, and Certificates
- Working Environment:** Exams Office.
There will be a high level of interaction with students, staff and invigilators.
Extensive use of screen display equipment.

For all staff - You have specific responsibilities under Health and Safety / Safeguarding legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do.
- Cooperate on all issues involving health and safety.
- Use work items provided for you correctly, in accordance with training and instructions.
- Do not interfere with or misuse anything provided for your health, safety or welfare.
- Report any health and safety concerns to your line manager as soon as practicable.
- Report any safeguarding concerns to a senior member of staff.
- Attend safeguarding training as requested.

Notes: The jobholder must have the ability to undertake a range of tasks involving the Interaction with all School stakeholders.

- a) The postholder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. Such variations are a common occurrence and would not themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation. (Officers temporarily undertaking additional duties are covered by NJC Conditions of Service, Section 3, paragraph 35).
- b) In line with school policy, all job descriptions are subject to review each year, to support professional development of the postholder and to ensure that the role meets the challenging needs of the school