

# Job Description

Administrator – Data and Assessment Team

**Responsible To:** Exams Manager

**Salary Grading:** East Sussex Single Status Scale 5

## **Main Purpose of the Job**

- To be part of the Data Team supporting the administration and organisation of Examinations, Management Information System (currently SIMS) and Assessment across the College;
- To assist the Examinations Manager and when required the Assessment & Information Manager in liaising with staff, students, parents/carers and external agencies;
- To play a full part in the life of the College and its community, to support its mission and ethos of realising potential and to be a role model for staff and students.

## **Job Dimensions**

- Students: in association with the Examinations Manager and when required the Assessment & Information Manager, accountable for the efficient running of examinations and provision of student data across the College
- Staff: to work with the Examinations Manager, the Assessment & Information Manager, team of invigilators and liaise with all staff and agencies as appropriate;
- Resources: management of resources required for examinations

## **Key Accountabilities**

### **Specific Responsibilities**

- To liaise with Curriculum and Subject Leaders regarding examination entries and deadlines;
- To liaise with examination boards and any regulating body reporting to the Government;
- To be responsible for examination entries and collect and process entry fees, this will include liaising with departments over late entry fees;
- To produce and distribute to all concerned the examination timetables;
- To organise the rooming of the examinations in conjunction with site staff and input on the Management Information System as appropriate;
- Oversee the set-up of each room for examinations;
- To liaise with invigilators regarding the setting of the invigilator timetable, ensuring that the appropriate number of invigilators (and grading level) is in place for each exam and complies with statutory regulations;
- To log the number of sessions undertaken by invigilators and prepare and check claim forms ready to be signed off by a member of the College Leadership Group, following College protocols at all times;
- In the absence of the Examinations Manager to be available to assist a JCQ Examination Inspector with his inspection and provide any information or evidence as required;
- To download results and process certification;
- To receive examination papers, to check, log and file away securely in line with examination regulations and in house protocols;
- To oversee student profiles and liaise with staff on completion dates;
- To ensure the exact amount of stationery is ordered for exams;
- To ensure that certificates are filed correctly;
- To fully understand the different areas of the Management Information System and update student records (including updates of timetables), and manage the behaviour /rewards system;
- To make contact with parents under the direction of the Examinations Manager and when required the Assessment & Information Manager and to liaise with outside agencies if required;
- To liaise regularly with the Examinations Manager and when required the Assessment & Information Manager and take part in planning meetings and any other meetings as required;
- To word process and produce College documentation as required using a range of software;
- To promote positive student behaviour in line with College policies;
- To provide consistent and effective support for colleagues in line with the requirements and responsibilities of the role;



- To undertake exam invigilation when required, maintaining the rules set out by the external examination boards and in-line with College policy;
- To observe Health & Safety regulations at all times;
- To report any difficulties to the Examinations Manager and when required the Assessment & Information Manager and senior colleagues as appropriate regarding issues concerning examinations, data and assessment;
- To follow the HR protocols when guiding students;
- To follow statutory guidance set out by regulating and examination bodies.

### **Staff Development**

- To take part in training activities offered by the College and external agencies as identified through Performance Management.

### **Additional Duties and/or Aspects of the Service**

- To undertake occasional classroom cover, examination invigilation or learning support thereby creating a more flexible support staff, in-line with the Remodelling of the Workforce;
- To undertake First Aid training and act as a First Aider.

### **Other Professional Requirements**

- To operate at all times within the stated policies and practices of the College
- To establish effective working relationships and set a good example through own presentation and personal and professional conduct
- To endeavour to give every child the opportunity to reach their potential and meet high expectations;
- To contribute positively and effectively to the 'Every Child Matters' agenda and work towards the 'Common Core of Skills & Knowledge for the Children's Workforce'
- To take responsibility for own professional development and duties in relation to College policies and practices
- To maintain good order and discipline among students and safeguard their health and safety both when they are authorised to be on the College premises and when they are engaged in authorised College activities elsewhere.
- 

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in the job profile. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.*

*Where such duties amount to more than a temporary adjustment to the main responsibilities of this job profile, it will be amended accordingly. It will anyway be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the post holder's role within the College.*

