**JOB DESCRIPTION**

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| **Job Title:** | Academic and Exams Administrator |
| **Department:** | Admin |
| **Responsible to:** | Academic and Data Manager |
| **Purpose of the job:** | The role of the Academic and Exams Administrator is to oversee all aspects of examinations management within the College, ensuring the efficient and accurate organisation and administration of all aspects of the school’s examinations processes (both internal and external), in line with awarding body regulatory requirements. The successful candidate will also be responsible for data management, academic timetabling, information recording, system reports and room booking requirements. |

**Main Responsibilities**

* Timetable creation, and amendments, in liaison with Head of Academic, Academic Manager and Operations Manager
* Involvement in the application process to input and proof the data in the MIS (Management Information Systems) for all students
* Update MIS data throughout the year, e.g. students’ contact details
* Ensuring continued accuracy of MIS data and testing this regularly
* Ensuring all system reports are up to date, relevant and delivered as required
* Check registers are taken within 10 minutes of the start of the lesson and update all students’ attendance on the MIS system
* Ensure all room allocations are managed and accurate, including room bookings
* Submitting entries for external examinations to awarding bodies in advance of deadlines – GCSE/IGCSE, GCE AS and A-level, IELTS, university additional admissions tests (e.g. BMAT, TSA, STEP)
* Providing a centre exam timetable to include dates, times, venues and number of candidates within two weeks of the exam timetable becoming available
* Ensure that pupils are given all the necessary relevant information about examination entries, the dates and times of the examinations, conduct during examinations and the collection of results and certificates and that this information is given in good time, and evidenced in writing
* Arranging invigilation, including briefing invigilators in college procedures, under guidance of Exams Officer (currently Academic and Data Manager)
* Organising exam materials, providing safe custody of and organising examination stationery and materials, including question papers in accordance with regulations
* Managing the daily running of external examinations including, but not limited to:
  + Ensuring that all exams start and finish appropriately in line with exam board regulations, including the conduct of any online examinations
  + organising the examination rooms, in accordance with regulations, including seating plans, posters and registers
  + ensuring that all required materials are in the examination rooms for the start of examinations
  + arrangements for candidates with special needs are in place, in conjunction with the College’s ALN coordinator
  + collecting and despatching exam scripts in accordance with the regulations
* Proactively manage compliant examination ‘safe storage’ throughout the year
* Maintain a full understanding of assessment techniques for access arrangements and reasonable adjustments. Apply the JCQ regulations within the college and effectively communicate requirements with colleagues, pupils and parents
* Organise seating plans for all examinations
* Prepare for and be primary contact for WJEC, JCQ or any other exam board inspections
* Processing student enquiries about results and request for return of scripts
* Ensuring that the costs of retake exams are met by candidates as appropriate.
* Overseeing the checking and distribution of certificates
* In conjunction with the Exams Officer, ensure appropriate timetabling and invigilation arrangements are in place and executed effectively for the College’s internal practice examinations and mock examinations
* Update all examination policies and procedures as required, for review by Academic and Data Manager
* Liaise with the Alumni Co-ordinator to ensure updating and accurate input of student contact details once students have left CSFC for university.

**Others**

* Cover lessons as and when required
* General office work as required
* Assist with College trips and events as required
* Ensure students are compliant regarding the wearing of College uniform

**Health & Safety**

* Comply with all health and safety procedures as required by the college

**Safeguarding Responsibilities**

* Cardiff Sixth Form College is committed to its responsibility for safeguarding and promoting the welfare of its students in line with government recommendations and policies. Due to this, all staff at the college have a responsibility for safeguarding and reporting any concerns regarding students to the DSL. Your safeguarding responsibilities mean that you will need to:
* Demonstrate a commitment to promoting and safeguarding the welfare of children and young persons in line with College Policy and procedure.
* Respond and deal with incidents in a sensitive, empathetic and supportive manner, reporting any incidents to the accommodation manager and pastoral team.
* Be willing to undertake additional safeguarding training to enhance professional development.

**Person Specification**

* Excellent administrative skills and computer literacy
* Experience working with ISAMS would be an advantage
* Articulate & able to deal sensitively with a variety of situations
* Organising work without supervision, being adaptable and showing good judgement
* Works effectively with other people by being self-aware; treating people equally and sensitively, whilst ensuring all aspects of confidentiality are maintained
* Developing good working relationships with colleagues, and sharing knowledge and best practice
* The ability to manage difficult situations if they should arise
* Demonstrating individual initiative and an ability to complete tasks without supervision whilst also functioning as a part of a team
* Communicates clearly by getting the message across effectively, listening carefully and responding to feedback
* Representing CSFC professionally and adhering to the highest levels of customer service with all stakeholders including students, parents, agents, guardians and external service providers.

**Terms & Conditions**1 Remuneration: £23,000 per annum

2 Pension: Inclusion in the Cardiff Sixth Form College Pension Plan

3 Working Hours: Monday – Friday, 37.5 hours per week, 08:00 – 16:30 with

flexibility during exam season. (Occasional evening and Saturday work as necessary to support school events)

4 Holiday entitlement: 30 days (plus bank holidays), not to be taken during exam

season (May and June) or results season (end August and Sept)

5 Notice period: 1 month

6 Probationary period: 6 months, reviewable at discretion of CSFC