

JOB DESCRIPTION:

Access Arrangements Administrative Assistant (part time)

Purpose:	To provide efficient and effective administrative support to the Learning Support Department, particularly in relation to Access Arrangements for public exams.
Responsible to:	The Access Arrangements Coordinator and the Exams Officer
Disclosure level:	Enhanced
Salary:	NJC 4-6
Working time:	21 hours per week over 3 days, term time only The post could be combined with the role of Learning Support Faculty Administrative Assistant, by negotiation

Main duties

- Collate feedback from teachers relating to Access Arrangements (AA)
- Maintain the Student Support Register (SSR) as required to record students' Access Arrangements
- Liaise with Examinations Officer applications for access arrangements
- Ensure monitoring and preparations are in place during exam season
- Book rooms and computer readers for in-class assessments as required
- Maintain student files in relation to access arrangements, producing notes and data protection paperwork as required
- Liaise with Pears Special Resource Provision (PSRP Autism Provision) to ensure that normal ways of working for PSRP students are included on SSR and that required evidence is collated for applications
- Make applications to exam boards for access arrangements in non-GCSE/GCE exams e.g. functional skills
- Keep up-to-date with Joint Council for Qualifications (JCQ) rules
- Ensure that students know how to use agreed access arrangements in public exams
- Support the IT department in providing computer readers for public examinations
- Carry out other reasonable duties to support the Learning Support Faculty and the Exams Office at the discretion of senior colleagues

Other Specific Duties:

- To continue personal development.
- To engage actively in the performance review process.
- To undertake any other duty as directed by the Headteacher.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing school which requires flexibility in all of its employees.

This job description is current at the date shown but, in consultation with the postholder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

As with all roles at JCoSS, it is essential that school protocols are followed to protect data subject's personal information.

JCoSS is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced Disclosure & Barring check.

Person Specification – Access Arrangements Administrative Assistant (part time)

- Able to work in an organised and methodical way
- Able to prioritise and manage workload, working effectively and calmly under pressure
- Able to work quickly, accurately and to deadlines
- Able to maintain confidentiality
- ICT literate, specifically in Microsoft Word, Excel, Powerpoint, Outlook, and Internet Explorer
- Good written and verbal communication skills
- Able to relate well to school staff, students of all abilities, parents and carers
- Able to supervise individual or small groups of students
- Experience of working in a school setting (Desirable)
- Familiarity with SIMs (Desirable)
- Willingness to support the faith ethos of the school (there is no requirement to be Jewish)
- Open and constructive, accepting of feedback and always willing to learn
- A 'can do' positive approach: energetic and enthusiastic with an excellent sense of humour
- Excellent attendance and punctuality record