

CHILDREN AND LIFELONG LEARNING – HR SERVICES

School				
Job No.	Post Title	Grade	JE Pts	Date
L1709	Examinations Secretary	Grade 5	387 NJC	April 2008

Statement of Purpose

To carry out administrative duties relating to all aspects of examination entries and results, to assist teaching staff or pupils with any queries relating to examinations, to seek ways of improving quality in all aspects of the work.

Support Examination Administration

- Open, sort, distribute or respond to any post received from the examination boards.
- Maintain and update the filing system in the Exam Office.
- Deal with telephone calls relating to examinations.
- Collate examination entries from the Heads of Departments.
- Send, via EDI, exam entries and forecast grades to all exam boards.
- Update the diary and the exam board timetables with forthcoming exam dates.
- Ensure that there is a seating plan and invigilation documents for each exam scheduled.
- Assist the Examinations Manager in ensuring that the correct number of exam papers arrive in time and are securely stored.
- Order exam stationery.
- Support the Examinations Manager by checking, labelling and sealing exam papers ready for posting.
- Obtain, sort and distribute exam results to the pupils and staff.
- Take and receipt payments for examination entries or re-marks.
- Collate information for the Examinations Manager regarding internal exams.
- Carry out typing when necessary for the Examinations Manager.
- Answer staff queries regarding exams and, if necessary, contact the relevant exam boards.
- Order syllabuses as and when required.
- Deal with any pupil enquiries regarding results or exam entries.
- Report to the Examinations Manager any problems with processes and to suggest improvements.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

CHILDREN AND LIFELONG LEARNING – HR SERVICES

- Assist with pupil needs as appropriate during the school day.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

CHILDREN AND LIFELONG LEARNING – HR SERVICES

**Person Specification
Examinations Secretary
Level 3**

Essential Criteria	Measured By
Experience <ul style="list-style-type: none">• Experience of working in an administration function.	AF
Qualifications/Training <ul style="list-style-type: none">• Good numeracy and literacy skills.• NVQ 3 Business and Administration or equivalent qualification in a relevant discipline.	AF
Knowledge/Skills <ul style="list-style-type: none">• Working knowledge of relevant policies/practices and external regulations.• Ability to relate well to children and adults.• Ability to work constructively as part of a team.• Good communication skills.• Ability to influence others.• Good organising, planning and prioritising skills.• Methodical with a good attention to detail.	AF/I

CHILDREN AND LIFELONG LEARNING – HR SERVICES

<p>Behavioural Attributes</p> <ul style="list-style-type: none"> • Customer focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	<p style="text-align: center;">AF/I</p>
AF - Application form	I - Interview

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***