

**Exams and Assessment Co-Ordinator/Administrator
Job Description & Person Specification**

Contract Type:	Permanent
Hours:	37 hours per week / 52 weeks
Salary:	Pay Scale Range 3, £27,711 - £30,060
DBS Disclosure Level:	Enhanced
Reports To:	Office Manager
Role Purpose:	<p>The role of Exams and Assessment Co-Ordinator/Administrator is to support the Office Manager in the efficient running of the company's central office with a specialist focus of responsibility for the organisation and smooth running of both internal and external examinations and assessments.</p> <p>The Exams and Assessment Co-Ordinator/Administrator acts as primary liaison between the school and external examination/ accredited awarding bodies, overseeing the exam series and assessments throughout the year. Due to the wide range of needs, including social and emotional issues, learning difficulties, mental health problems and associated conditions of the schools' pupils we have an innovative and bespoke curriculum and offer vocational, therapeutic, and academic pathways according to need. These include functional skills, the Duke of Edinburgh programme, entry level qualifications, vocational and GCSEs. The post holder will also act as the Quality Nominee for all BTEC programmes.</p> <p>As a key member of the shared services team, during quieter exam and assessment periods you will undertake general administrative and reception duties as directed by the Office Manager, this will include supporting school and company-wide needs. Due to the varying demands of exams and assessments there will be a considerable amount of time throughout the year undertaking duties as part of the shared services administration team.</p>
Key Responsibilities:	<p><u>Exams and Assessment responsibilities</u></p> <ul style="list-style-type: none"> • Understand the regulations and requirements of all examinations and assessments held by the school, both internal and external. • To be responsible for managing the effective and efficient administration of external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations and/or awarding body rules for exams administration consistently and securely, ensuring the integrity of each assessment process. • To support the Headteacher (as Head of Centre) and Deputy Head Teacher in ensuring that the school is compliant with the JCQ regulations and awarding body requirements and meeting key deadlines. • Keep up to date with any changes to JCQ and other awarding body regulations.

	<ul style="list-style-type: none"> • To act on behalf of, and be the main point of contact for, the school in matters relating to general administration of awarding body examinations and assessments. • As Quality Nominee for all BTEC provision, to act as the main point of contact and actively promote good practice. • Approve all programmes and ensure registrations are accurate for BTECs, and that assessment and internal verification is effective. • Effectively use JCQ and awarding body online tools where required (e.g the school administration portal, secure extranet sites). • Through taking an ethical approach and working proactively to avoid malpractice among pupils and staff, supports the Headteacher and Deputy Head Teacher in taking all reasonable steps to prevent the occurrence of any malpractice / maladministration before, during and after examinations have taken place. • Undertake learning and research to understand each qualification and how they are assessed. • Register or enter candidates for an examination or assessment in accordance with the awarding bodies' published procedures and published deadline for that qualification. • Manage own time effectively to ensure key tasks are undertaken and external key dates and deadlines are met (achieved by creating and working to an annual exam and assessment plan). • Identify and access relevant support available from external stakeholders (awarding bodies/JCQ/Network group/The Exams Office etc.) • Contribute to the development and review of examination-related school policies. • Work with the SENCO to ensure appropriate access arrangements and reasonable adjustments for pupils (processing approval applications and requesting modified papers by the published deadlines). • Facilitate the logistics for examination sessions, including timetabling, room booking, resources and staffing. • Be familiar with data analysis reports and tools and be able to share results data with stakeholders as appropriate. • Manage arrangements to receive, check and store confidential question papers and examination material safely and securely for as long as required in accordance with the regulations. • Verify the identity of all pupils that are entered for examinations/ assessments. • In liaison with the Deputy Head Teacher to train, update and manage invigilators where appropriate. • Actively support the Headteacher and Deputy Head Teacher co-operating with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit. • During examinations to effectively manage the conduct of examinations in accordance with JCQ regulations and/or awarding body rules, deploy fully trained invigilators to exam rooms according to the requirements, manage unexpected issues/irregularities which may affect the conduct of examinations. • Support the Headteacher and Deputy Head in investigating and reporting cases of suspected or actual malpractice in connection with an examination as required by the JCQ and awarding bodies.
--	---

- Arrange receipt and distribution of certificates to candidates.

Office administration/Reception

- As a key member of the shared services team, during quieter periods undertaking general administrative and reception duties as directed by the Office Manager, and ensuring there is efficient, effective organisation and administration of company business processes, procedures, and policies.
- Carry out filing, printing, scanning, archiving, and photocopying.
- General reception duties including receiving telephone calls, dealing with enquiries, taking messages, greeting visitors, and ensuring messages are passed to staff in a timely manner.
- Keep records in accordance with the company's record retention schedule and data protection law.
- Maintaining information on other school and company information systems.
- Liaising with the external transport team, if necessary, when any issues arise, passing on messages internally regarding any impact on pupils' transport.
- To work closely with the Office Administrator/Receptionist who is responsible for EHC plans and SEN documentation, supporting in aspects of this administration work when required.
- Contribute to reporting documents for other staff.
- You will be a key member of the shared services team responsible for ensuring there is efficient, effective organisation and administration of company business processes, procedures, and policies.
- Undertake any other duties commensurate with the post, as required to ensure the efficient and effective running of the school and company.
- Perform all duties in a professional and confidential manner and in accordance with the employment manual, company policies and procedures.

The following duties are ones which all staff are required to perform:

- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact;
- Observe health and safety procedures and work safely at all times;
- To be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role;
- Undertake any other duties as required by your manager to meet the changing needs and demands of the company;
- Conduct yourself with professionalism, tact, and diplomacy always as a representative of the company.

This job description is current at the date of publication but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

PERSON SPECIFICATION – Exams and Assessment Co-Ordinator/Administrator

Criteria	Qualities	Essential/Desirable
Qualifications & Experience	1. Strong administration experience that requires a high degree of accuracy and attention to detail.	E
	2. Experience of working in a school / college environment.	E
	3. Supporting the examination process in a similar educational setting.	E
	4. Working with databases and managing data input.	D
	5. Dealing with confidential, regulated matters.	E
	6. GCSE English & Maths grades C or above.	D
	7. Evidence of ongoing personal professional development.	E
Skills & Knowledge	1. Ability to identify and willingness to resolve problems.	E
	2. Have a high degree of accuracy and attention to detail.	E
	3. Excellent IT skills including MS 365, Teams, excel, word and other relevant technology.	E
	4. The ability to communicate clearly and concisely both orally and in writing (high standard of verbal and written communication skills).	E
	5. The ability to prioritise own workload and meet deadlines, with planning skills to balance conflicting demands.	E
	6. Confident and capable to work both independently and as part of a team, working collaboratively and supportively within the organisation.	E
	7. Willingness to work flexibly in response to the needs of the company.	E
	8. Ability to inspire confidence and trust in others.	E
	9. Ability to build effective working relationships with all stakeholders based upon mutual respect and trust.	E
	10. Aware of the Joint Council for Qualifications (JCQ) regulations or equivalent, and / or an awareness of the regulatory framework of schools and education.	D
	1. Compassionate and honest.	E
	2. A person with integrity and a strong moral compass.	E
	3. Calmness under pressure.	E

Personal Attributes	4. Open minded and willing to take a fluid and creative approach to our growing company and school.	E
	5. Interest in research-based learning and development.	E
	6. Promoting the ethos and values of the company to all stakeholders.	E
	7. Commitment to maintaining confidentiality.	E
	8. Commitment to safeguarding and equality.	E
	9. Pro-active, enthusiastic, resilient, and positive with an open mind to change.	E
	10. Ability to relate well to children with SEND.	E
	11. Respect and value the different experiences, ideas and backgrounds others can bring to work and to teams.	E