

Hamblin Education Trust

**JOB DESCRIPTION**

<b>POST:</b>	<b>EXAM AND ADMIN ASSISTANT</b>	<b>DATE:</b> JANUARY 2025
<b>REPORTING TO:</b>	<b>BUSINESS SUPPORT AND ADMIN MANAGER</b> & DOTTED LINE TO THE EXAM OFFICER	
<b>LOCATION:</b>	North Cestrian School This post requires the ability to travel when required and to work directly with other Schools in the Trust.	
<b>DISCLOSURE LEVEL:</b>	ENHANCED DBS	

**Job Purpose:**

- To support the Exam Officer in the administration, organisation and smooth running of all public and internal examinations, data and reporting and related tasks that take place within the school.
- To aid collection, storage, and handling of all examination materials within the school
- To deputise as and when required

The Exam and Admin Assistant works to ensure that the educational aims and services of the Hamblin Education Trust and the schools which form part of the Trust are delivered in an organised and efficient manner. They ensure that effective procedures are implemented to deliver all aspects of the school's examinations and assessments, in compliance with regulatory and government requirements.

Reporting into the Business Support Manager, with a dotted reporting line into the Head teacher when working on specific school sites, the post holder is responsible for ensuring that the services delivered are compliant with regulatory and governance requirements.

## MAIN ACCOUNTABILITIES

<b>Examinations</b>	<ul style="list-style-type: none"> <li>• Assist in the administration of internal and external examinations in accordance with Exams Policy and JCQ requirements</li> <li>• Assist with the collection, collation and submission of student exam entries to the relevant Exam Boards via the Arbor system as required</li> <li>• Contribute to the successful outcome of JCQ inspection procedures</li> <li>• Be able to, under the instruction and guidance of the Exams and Data Officer, liaise with senior leaders / curriculum leaders and their teams and any other key stakeholders as required</li> <li>• Produce and distribute candidate examination timetables</li> </ul>
<b>Academic Support &amp; Pupil Progress</b>	<ul style="list-style-type: none"> <li>• Assist in the maintenance of accurate records of courses and qualifications being studied at the school, in liaison with the Deputy Head and Academic Director</li> <li>• Admin support for the Pupil Progress Programme</li> <li>• Check and report to Exams and Data Officer on the completion of data entry by teachers at each data capture</li> <li>• Process changes to individual student's classes on Arbor</li> <li>• Provide Arbor support for Staff / pupil timetables</li> <li>• Assist the Exam and Data Officer with the collation of interim and full student reports</li> <li>• Support of the Common Transfer System to ensure consistency of data transfer from school to school</li> <li>• Assist with the completion of the School Census and other statistical government returns</li> <li>• Photocopying of papers for internal exams</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Report to, assist, and support the Exam Officer within the Exam and Data Team</li> <li>• Ability to prioritise and work independently when required</li> <li>• Contribute to the positive school ethos, in which every individual is treated with dignity and respect and where the safety and welfare of our young people are paramount</li> <li>• To maintain confidentiality of information acquired in the course of undertaking duties for the department</li> </ul>

Please note: This job description is designed to outline the main duties and responsibilities of the role – it is not intended to be an exhaustive list of all duties that may be required to be performed and may be reviewed in the future depending upon operational requirements and staffing levels.

## PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Experience in a relevant organisation (e.g. a school or in a Local Authority) <u>OR</u> the willingness to learn about working in this type of organisation	Evidence of continuing professional development
<b>Experience, Skills &amp; Knowledge</b>	<p>Ability to follow instructions, to prioritise and work independently when required</p> <p>Competence in use of of MS Excel and other Microsoft packages such as Word and Powerpoint</p> <p>Strong organisational and administrative skills</p> <p>Experience in use of databases</p>	<p>Currently working or recent experience of working in an educational environment</p> <p>Sound understanding of Academy policies and objectives</p> <p>Ability to liaise with SLT, Heads of Faculties and other key members of staff as required, under the instruction of the Exam and Data Officer</p> <p>Experience of Arbor MIS</p>
<b>Personal Qualities</b>	<p>Be a strong communicator and a good team player</p> <p>Be flexible and adaptable and demonstrate attention to detail</p> <p>Be able to work under pressure and with shifting priorities</p> <p>Have an awareness of, and a commitment to outstanding education</p>	<p>Be results focused and have a 'can do' attitude</p> <p>Demonstrate the ability to build positive relationships</p> <p>Be aware of the needs of both internal and external customers</p>