

**Job description:**  **Education Administrator (Exams and Timetabling)**

**Salary Range**: TDA24

**Responsible to**: Education Administrator Manager

**Responsible for**: Provision of a comprehensive, administrative function supporting all aspects of student administration, with specific responsibility for Exams and Timetabling.

**PURPOSE OF THE JOB**

To work in a team providing a comprehensive, administrative function supporting all aspects of student administration. Specifically responsible for:

* Timetabling (maintaining, and distributing the Academy timetables, to ensure that all students and teachers have a clear understanding of their schedules),
* Exams (managing all aspects of the exams process).

**KEY RESPONSIBILITIES**

**Exams**

1. To act on behalf of the Academy in matters relating to the general administration of awarding body examinations and assessments.
2. To maintain systems to manage and coordinate all aspects of the exams administration process, to ensure key tasks are undertaken in an accurate and effective manner and external key dates and deadlines are met.
3. To keep up to date with the requirements of the role, including keeping up to date with the latest procedures and regulations for external examinations, and Access Arrangements & Reasonable Adjustments regulations
4. To co-ordinate arrangements for examination entries, ensuring entries are checked and dispatched within deadlines.
5. To organise the provision of Access Arrangements and/or Reasonable Adjustments for candidates on behalf of the Assistant Principal with SEN Coordination delegated responsibility.
6. To plan and manage the arrangements for the timetabling, rooming, seating, resourcing and invigilation of external examinations and internal mock examinations.
7. To manage arrangements to receive, check and store question papers and examination material safely and securely at all times and for as long as required, in accordance with the regulations.
8. To ensure that the invigilation and conduct of examinations meets the required standards, dealing with unexpected issues/irregularities and maintaining the confidentiality and security of candidates’ responses and dispatch scripts according to the requirements.
9. To ensure that coursework deadlines are met, providing each subject teacher with relevant paperwork, access arrangements, centre authentic sheets, mark sheets labels etc, assisting subject teachers, collating course work mark sheets for despatching to moderators before awarding body deadlines.
10. To plan, prepare for, and manage the restricted release of results and the distribution of provisional statements of results in accordance with JCQ regulations and/or awarding body rules
11. To process appeals, enquiries about results, requests for return of scripts.
12. To manage and administer the receipt, distribution and retention of examination certificates according to the regulations.

**Timetabling**

1. To implement and accurately maintain the Academy timetables, using the SIMS database system.
2. To liaise with teaching staff to action any changes required to the timetable and ensure that these changes are made in a timely and efficient manner.
3. To manage timetables to ensure that they correspond with room bookings.
4. To identify and escalate any potential risks to the delivery of the timetable.
5. To manage the SIMS system start and end of year process.

**Education Administration**

1. To take minutes of meetings, including Residential Care, Post-19 and Childrens’ Home meetings.
2. To process end of term reports and Care newsletters.
3. To provide general administration support, as directed by Line Manager.

**Administration Cover**

1. To provide lunchtime and holiday cover for Reception.
2. To provide cover for ensuring that morning and afternoon registers, and attendance data are completed.

 **Information Management**

1. To act as system administrator for the SIMS database, including ensuring that the data held is accurate, secure and complete at all times.
2. To produce reports as required.

**Quality Assurance**

1. To contribute to an internal audit function to assure the quality and accuracy of student paper and electronic records.
2. To evaluate the effectiveness of education administration and make improvements as required.

**Other Duties**

1. Be responsible for promoting and safeguarding the welfare of children and young adults responsible for (or might come into contact with) in accordance with the Academy’s Child Protection Policy & Procedures.
2. Attend any internal or external meetings as required
3. Be responsible for Health and Safety of self and others (in accordance with the Academy’s Health & Safety Policy).
4. Provide cover in other areas where required
5. Carry out any other appropriate duties requested by the Principal, your Line Manager and/or the SLT

**The above list is indicative and not exhaustive. The Education Administrator (Exams and Timetabling) is expected to carry out all such additional duties as are reasonably commensurate with the role.**

I accept this job description as a definition of the key responsibilities and duties of the post of Education Administrator (Exams and Timetabling). I appreciate that the above list is not indicative and exhaustive and that additional duties as reasonably commensurate with the role may be required of me.

Signed............................................... Date.........................................

Print name..........................................

**Person specification: Education Administrator (Exams and Timetabling)**

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| **Criteria** | **Essential** | **Desirable** |
| SKILLS & ABILITIES  |  |  |
| Able to plan and prioritise workloads, often with conflicting demands, to ensure deadlines are met. | ü |  |
| Good analytical skills in the area of information management and use of data. | ü |  |
| Good administrative skills and a high degree of accuracy  | ü |  |
| Ability to handle sensitive and confidential information | ü |  |
| Good numeracy skills with ability to compile information and statistics. |  | ü |
| Good literacy skills with ability to write letters and short reports | ü |  |
| Good inter-personal skills, ability to work effectively with others | ü |  |
| Ability to use own initiative appropriately | ü |  |
| **KNOWLEDGE & QUALIFICATIONS** |  |  |
| Knowledge of the Examinations cycle |  | ü |
| Knowledge of SIMS database, NOVA-6 timetabling |  | ü |
| Good general education to at least 5 GCSE grade A-C including GCSE English (or equivalent qualification) | ü |  |
| Qualifications in secretarial and administrative work to at least level 2 |  | ü |
| Good knowledge of Microsoft Office, particularly Word, Excel and Access  | ü |  |
| British Sign Language Level 1 or above  |  | ü |
| Willingness to study towards BSL level 2 | ü |  |
| An understanding of the requirements of the Data Protection Act | ü |  |
| **EXPERIENCE** |  |  |
| Experience in timetabling in an educational setting. |  | ü |
| Experience of managing exams in an educational setting |  | ü |
| Operating administration systems both paper based and electronic | ü |  |
| Experience of introducing, using and updating administrative systems and processes which are fit for purpose. | ü |  |
| Experience of servicing meetings, including distributing accurate minutes. | ü |  |
| Experience of working with Deaf people and/or with students with special educational needs  |  | ü |
| Working within the education sector |  | ü |
| Administration related to Special Educational Needs (SEN) |  | ü |
| **PERSONAL QUALITIES** |  |  |
| The ability to form and maintain appropriate relationships and personal boundaries with children and young people | ü |  |
| Attention to detail and a strong commitment to first-class internal and external customer care. | ü |  |
| Strong analytical and problem-solving skills, with the ability to manage multiple priorities and work under pressure.  | ü |  |
| Due to the level of responsibility the post holder must be able to deal effectively with the pressure and stress associated with this position. | ü |  |
| Decisiveness and able to act promptly under pressure. | ü |  |