



Post title	Administrative Officer (Exams) – Apprenticeship role
Reporting to	Principal or line manager nominated by the Principal
Working Time	37 hours per week
Salary/Grade	G3

PURPOSE OF THE POST

Provide general administrative support to the school while undertaking a Business Admin Apprenticeship qualification at Level 3	
Responsible for	Provide day to day operation of the Academy’s varied admin process including providing assistance to the Exams Officer with the schools’ examination process – this includes the administration of the examinations function.
Liaising with	Students, Exams Officer, Invigilators, Senior Leadership Team, Heads of Department, teachers, non-teaching staff, visitors, suppliers
Working conditions	Office-based post working all year round. The post holder may be subject to some exposure to disagreeable or unpleasant people related behaviour.
Characteristics of the post	<p>This post is offered as an apprenticeship. The post-holder will be required to work towards an approved apprenticeship framework and qualifications as part of the role. Entry to the apprenticeship requires the candidate to hold GCSEs at grade C or equivalent in English and Maths.</p> <p>The role is offered on a fixed term basis in the first instance for two years to cover the duration of the apprenticeship. Subject to funding availability, employee performance and successful completion of the apprenticeship, the post may be converted to a permanent post at the end of the apprenticeship.</p> <p>The postholder may be asked to travel to one of the Trust’s other schools to provide temporary administration cover</p> <p>The ability to attend meetings as required by the Line Manager.</p> <p>All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.</p> <p>The following employment checks are required:</p> <ul style="list-style-type: none"> • Evidence of entitlement to work in the UK • Evidence of essential qualifications – you will be asked to bring certificates to interview • Two satisfactory references • Confirmation of medical fitness for employment • Registration with appropriate bodies (where applicable) • Evidence of a satisfactory safeguarding check eg DBS checks at the relevant level.

PERSON SPECIFICATION		
	Essential	Desirable
Qualifications/ Training	<ul style="list-style-type: none"> GCSE Grade C/4+, or equivalent, in Maths and English Level 3 First Aid at Work, or willingness to obtain this 	<ul style="list-style-type: none"> Support work in schools Level 2
Knowledge	<ul style="list-style-type: none"> Familiarity with administration procedures and protocols Awareness of relevant policies, codes of practices and legislation 	<ul style="list-style-type: none"> Familiarity with school administration procedures and protocols Previous use of a data management system Awareness of data protection Knowledge of first aid procedures
Experience	<ul style="list-style-type: none"> Experience in administrative and office procedures 	<ul style="list-style-type: none"> Experience of dealing with first aid emergencies Working in schools or other public service sectors
Physical Skills	<ul style="list-style-type: none"> Ability to transport exams equipment and papers around the school site 	
Competencies and other skills required	<ul style="list-style-type: none"> Effective use of ICT packages Ability to work unsupervised and to tight deadlines Attention to detail Organisational skills Excellent keyboard skills Use of relevant equipment and resources Ability to relate well to children and adults Ability to work constructively as part of a team Sense of humour Ability to give a positive impression of the school by being courteous and well-presented Enthusiasm and flexibility Ability to identify own training and development needs and willingness to work to address these 	

MAIN (CORE) DUTIES	
Receptionist	<ul style="list-style-type: none"> Undertake reception duties on main reception, answering telephone and face to face enquiries and signing in visitors. Monitor the security camera for external visitors, deliveries, students leaving and returning to site, taking appropriate action. Deal with more complex reception/visitor matters as required Ensure messages are passed to the appropriate member of staff or parents in a timely manner

	<ul style="list-style-type: none"> • Undertake reception duties on Student Reception, resolving queries, receiving and recording money for trips and uniform. • Record the issue of medication to students
Exams Assistance	<ul style="list-style-type: none"> • Provide assistance to the Examinations Officer during exam periods • Submit entries for pupils to exam boards as directed by the Examinations Officer. • Maintain pupil examination records, including entries and results, as directed by the Examinations Officer • Ensure seating plans are completed and are visible for each session. • Liaise with site staff to ensure the correct set up of each venue. • Prepare venues in line with exam regulations (ensuring that all furniture, clocks, signs, notices and labels are in place) • Communicate verbally and in writing with colleagues about exams arrangements. • Assist with the preparation of exam papers for public examination sessions and mock examination sessions, including arranging attendance lists and labels for each public examination. • Assist with the production of examination packs and access arrangement rooms • As directed by the Exams Officer, ensure exams are adequately staffed by internal and external invigilators, readers and scribes. • Liaise with the Attendance Officer regarding any absent candidates • Collate and complete exam board registers as directed by the Exams Officer, packaging and arranging for the secure storage of external public examination papers. • Assist with the distribution of examination results and certificates, ensuring all personal data and grades issued are accurate.
General Administration	<ul style="list-style-type: none"> • Provide general support, advice and guidance to staff, pupils and others on school administrative processes • Assist in arrangements for school trips, meetings, events etc • Provide general administrative support e.g. photocopying, filing, faxing, completing standard forms, responding to routine correspondence • Maintain and update manual and computerised records/management information systems • Produce lists/information/data as required • Undertake accurate typing, word-processing and other IT based tasks • Take notes at meetings • Sort and distribute mail • Maintain and collate pupil records • Act as a designated First Aider within the school, monitoring First Aid supplies and notifying the Lead First Aider when these need replenishing
Additional duties	<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and treat all users of the school with courtesy and consideration. • Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all • 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 • Contribute to the overall ethos/work/aims of the school • Attend and participate in regular line management meetings. • Participate in training and other learning activities as required

	<ul style="list-style-type: none"> • Recognise own strengths and areas of expertise and use these to advise and support others • Other duties commensurate with the grade of the post as directed by the Principal
Other specific duties	<ul style="list-style-type: none"> • To participate in training and continue personal development. • To engage actively in the performance review process.
	<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>The job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.</p>

Date completed	December 2018
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