

# Job Description

## Senior Administrator (Examinations) (Part-time TTO)



Job Category: Support Staff  
Reports to: Assistant Headteacher

### Purpose of the Role

To lead and manage the administration, organisation and delivery of all internal and external examinations within the school, ensuring full compliance with awarding body and regulatory requirements. The postholder will also contribute to the wider administrative function of the school, supporting effective day-to-day operations.

### Key Duties and Responsibilities

#### 1. Examinations Management

- Lead the planning, coordination and delivery of all external examinations (e.g. GCSEs, Functional Skills, vocational qualifications).
- Ensure all examination processes comply with Joint Council for Qualifications (JCQ) regulations and awarding body requirements.
- Act as the school's primary point of contact for examination boards.
- Manage examination entries, amendments, and withdrawals accurately and within deadlines.
- Oversee the secure handling, storage and distribution of examination papers and materials.
- Organise and timetable internal assessment windows, mocks and formal examinations.
- Coordinate the recruitment, training and deployment of invigilators.

#### 2. Administration of Examinations

- Maintain accurate candidate records, including access arrangements and special considerations.
- Submit applications for access arrangements in line with regulatory requirements.
- Process examination results, including checking, analysis support, and dissemination to staff and families.
- Manage post-results services such as enquiries about results and appeals.
- Ensure accurate record-keeping and archiving in line with data protection and retention requirements.

#### 3. Supporting Pupils and Inclusion

- Liaise with teaching staff, SENCO, and pastoral teams to ensure appropriate support is in place for pupils, including those with additional needs.
- Support arrangements for pupils requiring reasonable adjustments, ensuring equitable access to assessments.
- Contribute to ensuring a calm, supportive and well-organised examination environment.

#### 4. Compliance and Quality Assurance

- Maintain up-to-date knowledge of examination regulations and ensure school compliance at all times.
- Lead on annual examinations inspections and readiness checks.
- Develop and maintain examination policies and procedures.
- Support audits and external reviews, including Ofsted readiness where relevant.

#### 5. Wider Administrative Responsibilities

- Support the smooth running of the school office as part of the senior administration team.
- Contribute to whole-school administrative systems, including communication with parents/carers where relevant.
- Provide administrative support for whole-school events, reporting cycles, and statutory returns where required.

#### General Responsibilities

- Work in line with safeguarding policies and promote the welfare of children and young people.
- Maintain confidentiality at all times.
- Contribute positively to the school's ethos, values and culture.

- Fully engage with the Trust's performance management process.
- Demonstrate the core values of the school and Trust at all times.
- To attend staff meetings and Trust-based INSET as required.
- Carry out the duties in accordance with our Health & Safety policies and procedures
- Undertake other reasonable duties commensurate with the grade of the post.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**CIT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to references and an enhanced DBS disclosure check. Applicants will also be subject to a Social Media presence check.**