



# GREENWOOD ACADEMIES TRUST

## **JOB DESCRIPTION**

Post Title: Examinations & Admissions Admin Assistant

Responsible to: Examinations Manager

Purpose: To provide support to the examination and mid-term admissions into the academy, and provide routine general clerical and administrative support to the academy.

The following information is furnished to assist staff joining the Trust to understand and appreciate the work content of their post and the role they play in the establishment.

- Main (Core) Duties:
- Undertake and organise the mid-term admission meetings and the relevant paperwork involved.
  - Prepare the paperwork for PPP meetings for the assistant principal
  - Prepare paperwork for managed move students
  - CAT testing of new students
  - Responsible for the maintaining of student files and the relevant filing
  - Completing student references
  - Ensuring Confidentiality
  - Administration of First Aid and student medication
  - Dealing with and assisting students with general queries on a daily basis
  - Collating and maintaining student details both manually and computerised
  - Provide clerical support including word processing and other IT based tasks, photocopying, filing, faxing and emails
  - Ensuring consistent communication with the administration manager and senior staff where necessary

- Helping the Examinations Manager with planning for the examination seasons
- Responsible for the receipt and storage of exam papers in to the Exams Office
- Ensuring examination papers are dispatched to the exam board/examiners as required by the regulations
- Assisting in the preparation for and organisation of all exams, both internal and external, including making estimated and actual entries, seating and general administration of exams
- Ensuring that coursework is received and sent to the moderators
- General admin to ensure the smooth running of exams on a day to day basis
- Dealing with any student issues on exam days (such as sickness; lateness etc.) alongside the Examinations Manager
- Helping with the receipt and distribution of exam certificates when they arrive
- Helping the Examinations Manager with the Results Days in August
- Any other duties deemed appropriate to the role

All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.