

JOB DESCRIPTION



Post	Administrator (Admissions & Examination)
Details: grade, hours, duration	<ul style="list-style-type: none"> • 32.5 hours per week, term time only plus 5 additional days • 8.00am – 3.00pm Monday to Friday • NJC Grade C3, Scale points 19-22 • Full time salary £33,119 - £34,811 per annum • Actual salary £24,965 - £26,241 per annum
Responsible to	<p>Examination Officer</p> <p>The role will also involve liaising directly with the SENCO when working on exam access arrangements and the Assistant Headteacher with responsibility for admissions when working on admissions.</p>
Purpose of the post	<ul style="list-style-type: none"> • To assist with the admissions at St Mary's Menston • To assist the Examination Officer and SENCO with the coordination and implementation of Access Arrangements for exams in line with JCQ regulations, ensuring eligible students receive appropriate support. This includes liaising with staff and families, managing documentation, and promoting fairness and inclusion. • To assist the Examination Officer with the operational running of examinations undertaken in the school
Main duties and responsibilities	<p>Admissions</p> <ul style="list-style-type: none"> • Manage the admissions process at St Mary's Menston for years 6-11 • Attend the Admission's Governor Sub-Committee to present and discuss admission applications • Work collaboratively with the Sixth Form Team to support the management of the admissions process for years 11-12 as required • Management of in year applications at St Mary's Menston • Preparation of all documentation for appeals for St Mary's Menston • Record keeping for admissions to track year on year admission trends <p>Examination Officer Assistance</p> <ul style="list-style-type: none"> • Organise and manage Access Arrangements for internal and external exams in line with JCQ regulations • Liaise with SENCO, Examinations Officer, and teaching staff to identify eligible pupils and ensure timely completion of documentation for Access Arrangements • Assist the Examination Officer with the arrangement and supervision of readers, scribes, and other support staff during examinations • Maintain accurate records of Access Arrangements and ensure compliance with data protection and confidentiality requirements • Communicate effectively with pupils, parents, and staff regarding exam support • Assist the Examination Officer with the smooth running of school internal and external examinations, ensuring that all examinations comply with school and examination board policy and JCQ regulations • To be present and make arrangements for the distribution of results to students and staff on results days • To be present following results days to manage review of marking requests and other exam related matters

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	<p>There may be a need to occasionally work outside of school hours and off school premises, as required by the school.</p> <p>The above is not exhaustive and the post holder is expected to carry out other additional tasks as reasonably expected and required.</p>
<p>Other responsibilities</p>	<ul style="list-style-type: none"> • Carry out pupil supervisory duties during the lunchtime period in accordance with the school rota • Undertake First Aid at Work training and act as a First Aider • Assist with / attend school trips, visits and out of school activities as required to supervise pupils • Undertake invigilation duties as required • Contribute to the Catholic ethos of the school • Comply with the school's approved policies and procedures • Participate in and support the school's performance management process and attend any relevant training • There may be a requirement to undertake statutory training and to be paid overtime outside of normal school hours on occasion with due notice. <p><i>To be fully aware of and understand the duties and responsibilities with regards to child protection and safeguarding in schools and attend appropriate whole school staff training as and when required</i></p>
<p>VARIATION IN ROLE</p> <p>Given the dynamic nature of the role and structure of The Bishop Wheeler Catholic Academy Trust, it must be accepted that, as the Trust's work develops and changes, there may be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.</p>	