



# HAMSTEAD HALL ACADEMY TRUST

## Job Description: Exams Administrator

<b>Reporting to:</b>	<b>Exams Officer</b>
<b>Location:</b>	<b>Hamstead Hall Academy</b>
<b>Contract:</b>	<b>Permanent</b>
<b>Working Pattern:</b>	<b>Full time/ Term Time Only</b>
<b>Salary:</b>	<b>Pay grade 2 points 3-8 (FTE salary £24,796-£26,824/ Actual salary £21,775-£23,556)</b>

### The Role

As the Administrator, support the Exams Officer in the provision of an efficient and effective examinations process for the school.

### Duties and responsibilities

- To issue and collect forms to/from teaching staff for the collation of information regarding estimated and actual examinations entries
- To input entries data to the schools computerised management information system
- Distribute check lists to teaching staff and update CMIS with any amendments
- Check and collate results certificates
- Issue "Statements of Entry", timetable and invoices to pupils
- Distribute examination results to pupils and staff as appropriate
- Assist in the preparation of exam rooms, including putting candidate numbers on exam tables
- Maintain spreadsheet records of results enquiries
- Liaise with the School's pool of external invigilators to discuss availability and preparing schedules for exam invigilation
- General administration as directed by the Exams Officer
- Liaison with students and staff re: queries
- Examination invigilation
- To undertake any other duties as may be commensurate with the grade and nature of the post

### Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with HHAT data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- To ensure all tasks are carried out with due regard to Health and Safety.
- To undertake appropriate professional development including adhering to the appraisal procedures of the academy.
- To adhere to the ethos of the academy.
- To promote the agreed vision and aims of the academy.
- To set an example of personal integrity and professionalism.

This job description is not an exhaustive list, and you will be expected to carry out any other reasonable tasks as directed by your line manager.



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## Person Specification: Exams Administrator

### Qualifications

- Math's and English GCSE at grade C or above or equivalent

### Knowledge, Skills and Experience

- Able to work to deadlines
- IT skills, especially spreadsheets and data input
- Good communication skills

### Behaviours

- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detailed orientated and able to multitask and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

### Other

- Flexibility over working hours\*
- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

\*You will be required to work 5 days in the summer break to support with results days. In return 5 days will be allocated to your holiday allowance for the same academic year.

### Review and Amendment

This job description is subject to an annual review. It may be amended at the request of the CEO, Director of Estates, or the post holder after consultation

*Hamstead Hall Academy Trust is committed to safeguarding and promoting the welfare of children in its academies. All academies follow a rigorous selection process to screen out and discourage unsuitable applicants. We require all employees to undertake an enhanced DBS check. Before appointment, you will be required to disclose any unspent conviction, cautions, reprimands, or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment.*