



Parmiter's School

Job Description

Post: Examinations Administrator

Salary: H4 plus Fringe allowance.

Safeguarding Children: This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The **Examinations Administrator** provides high-level administrative and operational support to the Examinations Manager with the overall administration of both external and internal school examinations.

The post holder will assist in ensuring all assessments are conducted in strict accordance with the Joint Council for Qualifications (JCQ) regulations, examination board guidelines, and school policies.

The Examinations Administrator will demonstrate exemplary professional character, maintaining absolute confidentiality, accuracy and efficiency to ensure an optimum experience for all candidates.

Main responsibilities

External Examinations Support

- Assist the Examinations Manager with all administrative tasks throughout the examinations cycle (pre-examinations, during the examination windows and post-results). This includes data entry, processing entries and checking data accuracy against awarding body deadlines.
- Support the setup and organisation of examination rooms, ensuring correct seating plans, desk labelling, and resources are prepared according to JCQ regulations and/or awarding body rules.
- Assist in receiving, checking, logging and securely storing confidential examination papers and materials upon arrival. Help securely pack and dispatch completed script packets post-examination.
- Support the tracking and administration of Non-Examined Assessment (NEA) coursework and any other material required by the appropriate awarding bodies, including storage arrangements and scheduled dispatch.
- Work alongside the Examinations Manager, SENCo, and Curriculum Support team to administer access arrangements, reasonable adjustments and special considerations (setting up separate rooms, assigning readers/scribes and organising extra time).
- Assist in managing the invigilator rota and supporting the training and induction of new invigilators.
- Maintain vigilance to prevent malpractice/maladministration and support the Examinations Manager in handling unexpected issues or irregularities on examination days.

Internal Examinations and Other Assessments

- Working with the Examinations Manager, assisting with the logistical organisation and administration of internal school examinations, including rooming, seating and invigilator scheduling.
- Assist the Examinations Manager in liaising with Heads of Department to collect, print and securely store internal examination papers.
- Assist the Examinations Manager, SENCo and Curriculum Support team to administer access arrangements, reasonable adjustments and special considerations.
- Provide administrative support for other school assessments, such as admissions tests (a Saturday in early September), literacy screenings and CAT tests.

Communication, Personal Development & Professional Responsibilities

- Under the guidance of the Examinations Manager, respond to daily enquiries from staff, students and parents/carers in a timely, professional manner.
- Assist in distributing clear timetables and JCQ regulation guidelines to candidates.
- Help update and maintain relevant examination pages on the school website.
- Build positive, visible working relationships with the staff body and students to foster a calm, supportive examination environment.

The Examinations Administrator may be required to deputise for the Examinations Manager in their absence.

The Examinations Administrator is line-managed by the Examinations Manager.

Personal Development

- To **participate in** and **contribute to** department meetings and INSET as appropriate.
- To proactively **keep up to date** with the latest procedures and regulations of the role, including attendance at appropriate examination board training sessions.
- To engage in and build on positive **working relationships** with staff and students.
- To reflect and act on **feedback** and undertake relevant CPD and training as identified.
- To attend departmental and school briefings and meetings.
- To undertake **annual reviews** in line with the school's Appraisal Policy for Support Staff.

Promotion of the department

- To make a **positive contribution** to the life of the school and **exemplify the school vision and values**.
- To promote, advocate and follow all **school policies**.

While every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified and the post holder may be asked to undertake any other task reasonably requested by the department leadership or the Senior Leadership Team. This job description will be reviewed annually and may be changed to reflect or anticipate changes in the post, which are commensurate with the salary and job title.

Person Specification evidenced by application form and interview

	Essential Criteria	Desirable Criteria
Qualifications	● GCSEs or equivalent level, including at least Grade C/4 in English and Mathematics	● Safeguarding * ● Prevent * ● JCQ Exams Training * ● First Aid Training * <i>* Training can be provided</i>
Previous work experience	● Experience of working within a professional administrative setting	● Experience of working within an educational setting or an examinations office
Professional skills & experience	● Excellent written and oral communication skills ● Strong IT skills (specifically Google, Excel, SIMS) ● Meticulous attention to detail and high accuracy in data entry ● Ability to plan, organise and prioritise tasks to meet strict deadlines ● Ability to use initiative and problem-solve effectively under pressure ● Ability to build positive relationships with students and staff ● Strong understanding of data protection (GDPR) and confidentiality	● Examinations Software (Exams Assist) ● Trelson ● SIMS
Personal Qualities	● Commitment to integrity, honesty and safeguarding the school's reputation ● Calm, professional demeanour with the	

	ability to handle stressful situations ● Commitment to promoting the ethos, values and policies of the school ● Strict adherence to confidentiality at all times ● Commitment to safeguarding and equality	
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