



JOB DESCRIPTION

Job Title:	Exam & Assessment Administrator
Start Date:	As soon as possible
Accountable to:	Timetable & Exam Manager & Assessment & Data Manager
Hours:	37 hours per week, term time plus INSET days and 2 weeks in the summer holidays. As part of the contract, it will be compulsory to attend the exam results days during the summer holidays. During the Exam season's earlier & late finish times will be required, for which overtime will be paid in addition to salary.
Salary:	Grade 6

About The Angmering School:

The Angmering School is a secondary school with 1,388 students of which 138 are in sixth form. We are effective in delivering outcomes that provide well for all students' needs. Students are well prepared for the next stage of their education, training or employment.

Job Purpose:

- To support the roles of the Exam & Timetable Manager & Data & Assessment Manager
- Undertake the administration of all internal and external examinations in accordance with the Joint Council for Qualification (JCQ) regulations
- Assist with updating JCQ Yearly Policies
- Monitor the examination budget expenditure
- Update Bromcom Courses to support the October CENSUS
- Assist with the Exam analysis
- Assist with Y9 & Y12 Options process & Option confirmation Letters
- Coordinate the invigilation Team
- Assist with movements of students on and off roll in KS3 & KS4
- Liaise with other schools to obtain assessment data for new students
- Liaise with Primary Schools to obtain CTF files for new Year 6 students
- Assist with class movements for KS3 & KS4
- Assist with Assessment processes
- To promote the ethos and good reputation of the school, ensuring effective communication both internally and externally.

Main Duties to include:

Examination Administration:

- Assist with the smooth running of internal and external examinations, along with all related administration and preparation is undertaken
- Assist with examination entries
- Assist with the dissemination of examination information to staff, pupils and parents/carers, including exam and invigilation timetables, guidelines and querying results
- Assist with examination entries
- Coordinate the school's external invigilators, assist with training and the team has up-to-date information provided to them
- Assist with preparation of examinations, including room set up, producing attendance registers, providing and checking seating plans and stationary.
- Assist with specific needs of individuals (e.g. SEN) and school pupils to sit examinations elsewhere.
- Assist with data and analysis on examination entries and results
- Assist with uploading Exam data to external bodies Alps & 4Matrix
- Assist with updating JCQ yearly policies
- Assist with the annual data checking exercise for examinations
- Assist with subject declarations are completed for examinations
- Monitor the examination budgets

Exam Student Administration:

- Assist with candidate numbers
- Assist with updating Unique Learner Numbers (ULN) to students
- Assist with the preparations of candidate Exam cards
- Assist with students reference request from outside bodies

Bromcom Examination Module:

- Assist with maintaining and monitor the module in accordance with the latest regulations
- Assist with downloading exam information (including Basedata) into the exam module

Bromcom Courses:

- Maintain and update all courses to support the Autumn CENSUS funding element
- Update and maintain all QAN information for courses
- Assist with checking all sixth form students are on the correct courses for funding
- Provide and update spreadsheet/google with a list of all current course, QANs and examination boards being studied in all exam year groups.

Options and CATS:

- Assist with the setup Year 9 & Year 12 Option choices
- Assist with producing Year 9 Option confirmation letters
- Assist with CATS

Data/Student Timetabling:

- Assist with student class timetable changes for KS3 & KS4
- Liaise with Primary Schools for Year 6 Transfer to obtain relevant CTF files
- Assist with importing CTF data & creating CTFs to be uploaded to S2S website for other schools
- Assist with the completion of the On & Off role on-line forms to County

- Assist with producing student timetables for new students & class changes
- Assist with ensuring each student has his or her own personalised timetable
- Assist with Year 12 timetables add in Bromcom after enrolment day
- Assist with Year 13 timetables – Populate bulk group assignment CSV sheets to populate next year's Y13 classes
- Assist with the creating the Period Assessment period teaching slots for Y13 & 12 Period 9 & Period 10 for each subject staffed by EDA in C16 and add students
- Assist with the setup of withdrawal groups as requested for all the support to learn areas, CLA & Lexoniks
- Assist with Master Class moves maintaining the google Master Class sheet

Assessment:

- Assist with the setup of AR's and chase missing data
- Assist with maintain Assessment marksheets & check that all report marksheets have been fully completed
- Check marksheets for missing data and chase staff
- Assist with the process for parent reports checking accuracy prior to emailing out
- Assist with obtaining new students records and assessment data and is recorded onto the system
- Assist with uploading Y7 CATS data to Bromcom & FFT for any students that join us throughout the year
- Assist with 4Matrix, Alps & FFT platforms as directed

General:

- Other general office duties when required to do so by Senior Management of a member of the Headship Team.

Health and Safety:

- To be alert to the health and safety of the working environment and to advise the line manager of any health and safety concerns.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this role. It is not intended to be an exhaustive list of skills, efforts, or duties, associated with the position. There may be a requirement to undertake other duties reasonably required by the line manager/Head Teacher provided the task is commensurate with the post holder's core skill competencies, knowledge and experience in the role. Training will be given.

This job profile recognises the demands of the current Pay and Conditions Regulations and reflects the policies established by the governors at The Angmering School.



PERSON SPECIFICATION

Key areas:	Key attributes:	Essential or Desirable
Skills required	<ul style="list-style-type: none"> Effectiveness and credibility to work with senior staff Highly organised with strong attention to detail Able to maintain a high level of confidentiality at all times Excellent communication skills A strong working knowledge of basic computer software and systems including MS suite and Google Experience of using Bromcom Knowledge and understanding of statutory processes/areas of compliance such as GDPR. 	Essential Essential Essential Essential Desirable Desirable
Qualifications	<ul style="list-style-type: none"> A good knowledge of English and Maths Evidence of further professional development 	Essential Desirable
Experience	<ul style="list-style-type: none"> Successful experience in a similar role Experience of interacting with a range of students, staff, parents and stakeholders Excellent communication skills Evidence of having worked successfully within an education setting 	Desirable Essential Essential Desirable
Attitude & Approach	<ul style="list-style-type: none"> Personal presence Professional and approachable attitude. Enthusiastic in all aspects of work and training. Attention to detail. Highly motivated. Reliable. Well presented. Assertive when appropriate. Ability to work in an extremely busy environment. 	Essential Essential Essential Essential Essential Essential Essential Essential

Safer Recruitment

In complying with current employment legislation, schools are now required, as part of their shortlisting process, to carry out an online search as part of their due diligence.

If you are successfully shortlisted for any roles, an appropriate online search will be undertaken on your name. Information highlighted will be treated as confidential and will only be used in relation to the post for which you have applied.

All successful applicants will be required to undergo full safeguarding and vetting checks, including references and an enhanced Disclosure and Barring Service check, along with a relevant probationary period.