**Whickham School**

**Job Description**

**POST: Examinations and Administration Assistant**

**Grade D: £24,790 to £25,584 per annum**

Whickham is a school at the heart of the community. It is a place in which everybody is valued and where learning is cherished in a safe, caring and supportive environment. A school where everyone is inspired to be the best they can be.

**Core Purpose**

We are seeking a detail-oriented and organised individual to join Whickham School as an Examinations and Administrative Assistant. As an integral member of the examinations team, you will play a crucial role in ensuring the smooth and efficient administration of examinations and assessments. Your responsibilities will include coordinating exam schedules, organising examination materials, managing examination venues, and providing support to students and faculty members throughout the examination process. You will be part of the wider administration team, providing administration support and some cover during school holiday periods.

**Hours of Work:**

**●** 37 Hours per week, 8.30 - 4.30 Monday - Thursday, 8.30 - 4pm on Fridays (during examination periods there will need to be flexibility, with a start time of 8am required. There may also be an occasional requirement to cover the school office until 5.00pm).

● All year round (Annual leave to be taken during school holidays)

**Responsible to:** Administration Manager

**Responsibilities**

1. Examination Coordination:

Collaborate with the Examinations Officer to develop and maintain an accurate examination timetable.

Coordinate the scheduling and logistics of examinations, ensuring adherence to established regulations, policies and procedures.

Communicate examination schedules to students, faculty, and relevant departments (including access arrangements)

1. Examination Materials Management:

Assist in the procurement, distribution, and retrieval of examination materials, including question papers, answer booklets, and stationery.

Ensure the secure handling and storage of examination materials before, during, and after examinations.

Verify the accuracy and completeness of examination papers and materials prior to distribution.

1. Examination Venue Management:

Coordinate the allocation of examination venues, taking into consideration the requirements of different examination formats and the accessibility needs of students.

Oversee the set up of examination rooms with appropriate seating arrangements, signage, and equipment.

Supervise examination venues during exams, ensuring compliance with examination regulations and maintaining a conducive environment.

1. Support and Assistance:

Provide guidance and support to students regarding examination procedures, rules, and regulations.

Assist faculty members with examination-related inquiries, including examination submission deadlines and special accommodations.

Address and resolve issues or concerns raised by students or faculty members regarding the examination process.

1. Administration support

To manage the school detention system.

To provide regular support for the school administration team during periods of lower demand in examinations.

Manage the ordering of resources for the pastoral team.

Provide cover for school reception as required during the holiday periods.

1. Data Management and Reporting:

Maintain accurate records of examination-related data, such as student registrations, attendance, and examination results.

Generate reports on examination statistics, including participation rates, pass rates, and any anomalies or irregularities observed.

Contribute to the continuous improvement of examination processes by analysing data and providing recommendations for enhancements.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

To carry out any reasonable request made by the Headteacher or line manager.

No job description can be fully comprehensive and this is, therefore, subject to review and modification, as necessary.

Signed …………………………………………….. (Post holder)

Date………………………………………………………………….