



## DRAFT JOB DESCRIPTION

JOB TITLE:	Administrative Assistant - Exams and Office
GRADE/ ROLE PROFILE REF:	Grade B
WORKING HOURS:	37 Hours per week, term time only
TIMES WORKED:	8.00am to 4.00pm Monday to Thursday 8.00am to 3.30pm Friday
BASE:	General Office

### ORGANISATIONAL ARRANGEMENTS:

**Job holder:** to be appointed

**Reports to:** Office Manager and Exams Officer

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### GENERAL STATEMENT

To represent Wildern Academy Trust in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming campus.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for Wildern Academy Trust employees. Attendance at training courses may be required as part of professional updating.

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### JOB PURPOSE

To assist the Exams Officer to maintain the effective operation of both internal and external exams and to provide support for the General Office.

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### RESPONSIBILITIES/ACCOUNTABILITIES:

#### Exams Assistant

- Assist in the preparation for and organisation of all exams, both internal and external, in accordance with the regulations laid down by the regulators and the examination boards.
- Deal with any enquiries from staff, students, invigilators and parents quickly and efficiently.
- Develop knowledge relating to exam regulations and procedures and keep up-to-date with all examination requirements
- Ensure that staff and students are aware of the relevant exam regulations, communicating these as necessary.
- Receive and store all examination papers as they arrive and be responsible for all examination stationery.
- Assist in the supervision and management of a team of external exam invigilators.
- General administration to ensure the smooth running of exams on a day-to-day basis including being present at the start and finish of each examination.

- Assisting with the preparation of the exam boxes to go out to exam rooms.
- Checking candidate attendance at all exams.
- Assisting with the dispatch of exam papers to the exam board/examiners as required by the regulations.
- To be present on the days the school is notified of exam results in August.
- Assist with arrangements for the distribution of exam results to students.
- Deal with queries from students, staff and parents regarding exam results.
- Assist with the receipt and distribution of exam certificates when they arrive in school.
- Assist in maintaining an efficient filing system.
- Deputise for the Exams Officer in their absence.
- Such other duties as may be reasonably allocated or directed within the purview of the post.

### **General Office Assistant**

- Hold a First Aid certificate and support/deputise for First Aid as necessary, including providing cover for lunchbreaks.
- Provide back-up support for Reception/Staff absence, including providing cover for lunchbreaks.
- Provide administration support to the Office Manager when required.
- Provide word-processing and SIMS support as required.
- Provide back up support for input of registers on SIMS.
- Assist with sorting and distributing incoming post, record and frank outgoing post.
- Deal with enquiries from staff and pupils quickly and efficiently.
- Such other duties as may be reasonably allocated or directed within the purview of the post.

### **NOTES**

- The School and site is open between the hours of 6.00 am and 10.30 pm and Support Staff may be asked to carry out their duties during these hours in order to meet the operational needs of the school. Those staff who may be asked to work outside these times will have a note to that effect in their job description.
- Hours of work/designated lunch times may be subject to change for operational reasons.
- All applications for leave of absence, claims for additional hours, changes to published hours of working, etc. should be agreed and processed via the HR Manager and Headteacher to enable records to be kept.
- If, at the time of interview for a post, an applicant has already booked a holiday (or other event), then that will be honoured up to six months after the starting date.
- No other holidays will be granted during term time without a very **exceptional** reason. Notice must be given in writing at least 6 working weeks in advance.
- In exceptional cases where time off is granted it will either be as
  - (a) unpaid leave, or
  - (b) time made up in lieu (by negotiation).
- There are other occasions when the Headteacher may grant leave (unpaid or time made up in lieu)
  - (a) Overtime has been worked by agreement with the Headteacher.
  - (b) To attend a special event e.g. graduation.

### **FLEXIBILITY STATEMENT**

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

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## PERFORMANCE REVIEW (IPP)

All support staff undertake an annual Individual Performance Planning cycle (IPP) in line with school policy and practice. This postholder's IPP would be line managed and undertaken jointly by the Office Manager and Exams Officer.

Date Prepared: 16<sup>th</sup> March 2022

Prepared By: Mrs Oakley, Headteacher

Date Reviewed:

Reviewed By: