

**JOB DESCRIPTION**

Section: <b>ADMINISTRATION</b>	Reports to: <b>SCHOOL BUSINESS MANAGER</b>
Job Title: <b>EXAMS OFFICER / SENIOR ADMINISTRATOR</b>	Grade/Salary Range: <b>NJC Grade 5 SCP 12-17 (depending on qualifications/experience)</b>
Working Pattern: <b>37 hours per week</b>	Weeks per annum: <b>41</b>

**PURPOSE OF JOB**

To be responsible for managing the examination process at CWA Wokingham.

To manage the administrative functions at the Wokingham campus and assist in the work of the administrator/receptionists.

Ensure an efficient and effective administrative support service to facilitate the smooth running of the Academy on a day-day basis and the inter-campus transfer of information.

Organise local governance and ensure all Wokingham statutory policies are in place and up to date.

**MAIN DUTIES AND RESPONSIBILITIES – EXAMINATION OFFICER**

Operate as the Wokingham Academy's Examination Officer and ensure the efficient and accurate organisation and administration of all aspects of the examinations process.

Develop a sound understanding of the rules, regulations and procedures laid down by the Joint Council for Qualifications (JCQ) and exam boards, and implement procedures within the academy to ensure compliance with these

Provide advice and guidance to teachers on all aspects of the exams process, protocols and timelines

Responsible for:

- the secure storage of exam papers and related paperwork.
- ordering and maintaining adequate supplies of exam equipment
- day-to-day management of the team of examination invigilators
- all examination communications, letters, website, notice boards
- the collection, input and maintenance of accurate details relating to candidate entries and results on the database and the delivery of relevant reports.

Produce examination timetables, student timetables and seating plans

Liaise with the Site Manager for setting up exam rooms

Collect, log and dispatch all examination scripts for marking

Manage the receipt of examination results on results days

Deal with results queries

Keep abreast of educational changes and their impact and prepare and react accordingly when new qualifications come on board.

### **MAIN DUTIES AND RESPONSIBILITIES – OFFICE ADMINISTRATOR**

Manage the reception area.

Seek to improve the administrative functions based on rigorous self-evaluation.

Make sure the team delivers a professional and friendly service as first point of contact for visitors, incoming phone calls and email

Ensure it delivers general office duties including:

- Word Processing
- Opening and delivery of post
- Purchasing items on behalf of the schools (either online using the debit card or visit shops)
- Maintaining diary
- Maintaining filing system
- Photocopying
- Academy Newsletters, staff handbook and prospectus'
- Organising hospitality
- Attendance
- Annual Reviews
- Issue staff photo ID and organise photo boards
- Ensure all documents, leaflets, posters etc. are correctly branded and displayed and staff are aware of which templates to use.
- Organise meetings and staff Inset as requested.
- Maintain the all access CWA calendar in Outlook.
- Assist in the organisation of school events such as trips and fund raising activities.

- Archive system for old records.
- Support the School Business Manager (SBM) with the administrative workload and ensure s(he) is kept fully informed of all administration issues within the Campus.
- Help provide general administration support services to the SLT and staff team in order to produce and distribute information to staff and pupils.
- Maintain up-to-date licences, as required, for all non-ICT Academy functions.
- Ensure accurate reporting of student data as required by the SBM.
- Record apposite SEN data and exclusions. Apply the Academy's policies and provide reports as required.
- Administer Campus' admission procedures, including student entry on Sims.
- Issue petty cash and ensure the imprest amount balances at all times. Ensure staff secure VAT receipts whenever possible and instruct them on what constitutes a VAT receipt.
- Contact the buildings maintenance helpdesk (in the absence of the Facilities Manager) if there is an emergency maintenance issue and liaise with the caretaker to make the site safe until the appropriate professional arrives.
- Annual reviews, admissions and year-end procedures

Update contract information on Sims and perform workforce census.

Organise local governance including keeping the diary, providing information, organising policies for approval and ensuring actions have been followed up.

Manage exclusions ensuring SLT are informed when critical points are reached. Liaise with the exclusion team regarding paperwork and meetings. Organise pupil discipline meetings and prepare packs.

Manage the Wokingham School area of the website and ensure all statutory data is available and up to date. Upload information to the website where necessary.

Ensure all policies are in place and up to date and all statutory policies are available on the school website.

**AIN DUTIES AND RESPONSIBILITIES - OTHER**

**Maintain the confidentiality of all the Academy's records relating to staff and pupils, in line with the latest requirements of the Data Protection Act and the Freedom of Information Act.**

**Contribute to the overall aims and targets of the Academy, appreciate and support the roles of other members of the admin team.**

**Attend INSET, appropriate training and relevant meetings as required and participate in the Academy's performance management process.**

**Carry out all duties and responsibilities with reasonable care for the health and safety of yourself and any other persons who may be affected by your acts or omissions at work and to co-operate fully with the County Council in health and safety matters.**

***Note: This JD is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties. The duties of this post may vary from time to time, as required by the Business Manager, without changing their general character or the level of responsibility entailed.***

**Signature Line Manager: .....**

**Date:.....**

**Signature Job Holder:.....**

**Date:.....**

**Print Name.....**