



The Haberdashers' Aske's Boys' School
Job Description and Person Specification for
Examination Administrator

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Role: Examination Administrator (part-time)

Reporting to: Head of Examinations

Overview: Work as a key part of the Examinations' team to ensure the smooth running of all examinations.

Position: This position is Term-time (35 weeks) + 3 weeks (mid-August onwards) by arrangement.

You will be required to work 22.5 hours per week over 3 days, within the hours of 8:00am and 4:30pm as agreed with the Head of Examinations, plus three weeks in August.

Flexibility in working will be required, especially during the summer term.

Salary: Up to point 17 £25,671 per annum, pro rata for part time.

The Head of Examinations is responsible for the overall management and smooth running of all matters relating to examinations, including, administration, organisation and conduct of all Public examinations and School examinations.

The role

The role will include, but not be limited to, the following duties:

Administration of Public Examination entries:

- Assist with making all Public Examination estimated entries on Awarding bodies' websites.
- Produce and distribute statements of exam entries for all exam candidates, collate returns and inform the Head of Examinations of any changes.
- Withdraw/add late entries.
- Co-ordinate entries for re-sits, private entries and entries from Old Haberdashers'.
- Distribute entry forms for University Admissions Tests and collate the returns for these.
- Take payments by debit card throughout the year.
- Record all payments and deposit with Finance.

In Preparation for the Examination season:

- Produce public examination timetables for all students and distribute accordingly.
- Identify clashes on Pupil Exams Timetables and notify the Head of Examinations to resolve.

- Book Examination Halls and liaise with the Estates' Department regarding the requirements of the Head of Examinations e.g. number of desks, signs, lighting etc.
- Produce seating plans for public exams; instruct print room to produce in colour and on receipt assemble the 64 x 6-page seating plans.
- Get 2 sets of candidate cards made up for year 10 - 13 + returning candidates.
- Make up AA cards with latest details from the Academic Support department and get them laminated.
- Liaise with the Human Resources Department regarding the appointment of External Invigilators
- Assist with the appointing of new external invigilators and with regular training.
- Ring and book all external invigilators for the entire exam season, including MFL orals, university tests etc.

During the Examination Season:

- Notifications and reminders to staff and students as necessary.
- Check all Staff are present for their duty and chase staff not present.
- Take responsibility for the WP boys printing their work and attaching paperwork and producing cover sheets for their work.
- Assist with the preparation of the Examinations Halls including the distribution of Examinations material and candidate cards, as well as setting up WPs, AA cards and stop clocks.
- Assist with getting the boys seated, checking for absentees and ringing parents if necessary.
- Assist with any problems and crisis that arise during the course of the Examinations season.
- On a daily basis, ensure seating plans are up to date and make any amendments
- Pack scripts and coursework, ensuring handover of post.
- Liaise with catering for provisions for invigilators.
- Ensure there is a constant supply of water, tissues, clear bags, sharpies, etc. throughout the exam period.

School Examinations:

- Assist the Deputy Head of Examinations with the administration of all school examinations, including mocks.

Invigilation:

- Assist with invigilation when necessary.

Post Examinations Services:

- Be present the day before A level results day and until the end of August to facilitate the distribution of results and to process the Post Exams Services (PES) resulting from these.
- Print the results and prepare the distribution of these on Results Day.
- Distribute PES forms to all students.
- Collect all Enquires About Results (EAR) and payments for these. Process payments on results day and throughout PES period.
- Process these requests to each Awarding Body immediately.
- Maintain an accurate log of all PES services and ensure this is up to date at all times.
- Distribute the outcomes of all EARs to parents, pupils and teaching staff as appropriate.
- Update the log and the School's Management Information System to reflect all EAR outcomes.
- Check all certificates on arrival and return for amendment if necessary to the Awarding Bodies.
- Check invoices for PES from the Awarding Bodies and update the PES chart.
- Send details to the Finance Department of refunds available to parents after all Awarding Body invoices have been received.

- Be present during the distribution of Certificates, either during school assembly or at re-union functions.

General:

- Provide proactive, reliable support to the Head of Examinations.
- Deputise for Head of Examinations during periods of absence.
- Acting as a first point of contact in order to access the Examinations' Department.
- Preparation of documents, letters, reports, articles etc. as required by the Head of Examinations.
- Overview of the Exams mailbox.
- Assist with special projects as required.
- Routine updating of School documentation for which the Head of Examinations has responsibility.

You may also be required to undertake comparable duties as required by the School from time to time.

The Personal characteristics of the successful candidate are the most important part of this role. No prior knowledge is expected and full training will be provided.

Person Specification

Personal traits:

- Has a very high level of attention to detail. Accuracy is paramount in this position.
- Is highly organised and has excellent time management and multi-tasking skills.
- Is adaptable and has a proactive attitude.
- Loyalty, energy, articulacy and diplomacy.
- Meticulous in work habits and keeping the office tidy.
- Friendly and highly professional approach to pupils, parents, staff and members of the public.
- Ability to work independently, in a responsive way with tact, discretion and confidentiality.
- Has an understanding of when to consult, make decisions or defer to others?
- Self-motivation to complete projects throughout the year, especially when working during school holidays.

Professional knowledge and attributes

- Excellent ICT skills in MS Word and MS Excel.
- Proficiency and confidence with computers.
- Ability to manipulate data.
- Appreciation of and sympathy for the objectives of an extremely high achieving independent school.

Training

- The School is proud of its very generous training programme and budget. It is expected that all staff (teaching and support) develop their personal skills and interests through training.
- Prepared to undertake training and development, as required, particularly in relation to the introduction of new systems.

Miscellaneous

Candidates should note that all appointments are subject to a satisfactory medical disclosure, a enhanced check with the Disclosure and Barring Service and such other pre-employment checks as the School is required to complete.

The School has a strong commitment to the professional development of all staff and it is a condition of employment that all colleagues participate in any scheme of appraisal and professional development in force. The school is an equal opportunities employer.