



JOB DESCRIPTION

This role provides high quality academic administration and operational management of internal and external examinations.

Salary: £22,157 according to Staff Pay scale 7 Point 24

Hours: Full-time

Holiday: 5 weeks

KEY DUTIES

Responsibilities include:

- Ensuring the school is fully compliant with Joint Council for Qualifications regulations governing the conduct of public examinations
- Timetabling internal and external exams, booking rooms, liaising with site staff to ensure that examination rooms are set up correctly, starting and supervising exams
- Liaison with examination boards and JCQ
- Training and supporting invigilating staff to ensure that pupils receive appropriate supervision during examinations
- PASS database administration, support with academic administration, and provision of assistance to the Director of Studies.

Specifically, duties and processes include:

- Entering pupils for external examinations on PASS
- Generating the exam timetable
- Calculating exam related costs and charges
- Ensuring secure storage of papers and attendance registers
- Undertaking the running of the separate access arrangement exam group
- Dispatching exam papers via Yellow Label system
- Creating candidate numbers and producing candidate cards, conducting main results routines using PASS
- Responding to exam queries e.g. requests for re-marks and script returns
- Assist with the population of subject sets, particularly in response to set changes during the year and the 'rollover' to new classes towards the end of summer term

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- Database administration – inputting, changes and cleansing Pupil data and reports.
- Assist with the movement of pupils in and out of subject sets, classes and options
- Support with academic administrative tasks for all academic departments as and when required.

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of this post

PERSON SPECIFICATION

	CRITERIA
QUALIFICATIONS	Educated to first degree level (BA, BSc etc), or equivalent professional qualification GCSE in English and Maths – min B grade
EXPERIENCE	Experience of working in an highly administrative role Experience of working within the Education sector Previous experience of organising internal or external examinations, knowledge of JCQ regulations and public examination processes would be an advantage.
SKILLS AND ABILITIES	Confidence with Excel spreadsheets – you will need to be able to manipulate data in spreadsheets (or be willing to learn) Attention to detail – much of what is done on PASS and with examinations needs to be checked and double checked, not settling for something being “more or less right” Able to reason logically – many exam tasks require methodical approach so needs to be able to approach tasks systematically Needs to be able to tolerate performing important but often repetitive tasks, e.g. making entries Calm air of authority/confidence in exam room – able to instil confidence in pupils that all is in hand Confidence to make decisions in exam room – sound knowledge of Joint Council for Qualifications regulations essential Able to operate independently and anticipate requirements
BEHAVIOURS	Professional and self-motivated A team player but with the ability to work independently and on own initiative Act with integrity

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	<p>A friendly, approachable and outgoing personality, with strong and persuasive interpersonal skills and the ability to build effective professional relationships</p> <p>Highly motivated with the ability to remain calm, flexible and professional in all situations</p> <p>Understand the importance of confidentiality and discretion</p>
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THE SCHOOL

St Edmund's School is a co-educational day and boarding school with c. 550 pupils from the ages of 3 to 18. From September 1996, the school has been completely independent. Its assets, including its properties and trust funds, are owned by an independent charitable company, limited by guarantee. The directors of this company are the School Governors.

The Pre-Prep, Junior, and Senior Schools are on the same site and are closely integrated, using the same Chapel, music and art facilities, dining hall, science laboratories and sports hall. The school prides itself on its friendly, family environment where every pupil and staff member is known and valued.

Although the majority of children are day pupils, one quarter of the school's pupils are boarders, from a wide range of backgrounds. The school operates a five-day teaching week, but also runs a Saturday morning activities programme which is optional for Senior School day pupils. All boarders participate in both Saturday and Sunday activities programmes.

The school adjoins the University of Kent and is able to make use of many of the University's facilities: the Templeman Library, the Gulbenkian theatre and the public lectures amongst others. London's West End is within easy reach.

Further information about St Edmund's may be found on the School's website: www.stedmunds.org.uk.

CONDITIONS OF SERVICE

- Lunch is offered free-of-charge for all staff
- Free parking on the School site for all staff
- St Edmund's School Canterbury is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).
- Personal information provided by candidates will be kept on a secure file in the school and will not be released to third parties outside the school without the permission of the person concerned, except where there is a legal requirement so to do.

APPLICATIONS

Applications must take the form of an application form and a concise covering letter outlining the candidate's suitability for the post. The names and contact details (including email addresses) of two

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referees are required (one of whom must be your current or most recent employer and neither referee should be a relative or someone known to you solely as a friend).

The deadline for receipt of applications is 09.00am **Monday 29th June 2020** with 1st round interviews taking place that week. Applications should be emailed to:

slh@stedmunds.org.uk

Mrs Sarah Hudson
HR Manager
St Edmund's School Canterbury
St Thomas Hill
Canterbury
CT2 8HU

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