

THE FALLIBROOME ACADEMY – JOB DESCRIPTION

Job Title:	Senior Exams Administrator	
Responsible to:	Examinations Officer/ Business Manager	Grade: 6 SCP 12-17

BASIC JOB PURPOSE

Management, administration, organisation and smooth running of the Examinations process within the school and to support the Examinations Officer in all activities relating to internal and external exams.

MAIN RESPONSIBILITIES

1	All administration concerning exams.
2	Manage the safe collection, storage and dispatch of exam scripts; ensuring accuracy and confidentiality.
3	Liaise with subject leaders and manage the collation of data relating to external exams.
4	Input all exam information into Bromcom and run appropriate reports.
5	Be a point of communication for SLT/teaching staff and external bodies e.g. AQA, Edexcel, OCR and WJEC.
6	Manage recruitment and selection of Exams Invigilators, readers, scribes etc and all communication.
7	Organise examination invigilation schedule for all internal and external examination series.
8	Create seating plans.
9	Oversee exam room bookings and identify any requirements for off-site provision, liaising with the site team to ensure spaces are set up as required.
10	Co-ordinate and administer aspects of exam results process. Physically be on-site for exam results days.
11	Submit enquiries about results services, relay outcomes and manage refunds.
12	Support the development of the school calendar, focussing on exam periods.
13	Support the planning and delivery of GCSE Certificate Evening.
14	Order exam stationery.
15	Ensure all invigilators are up to date with their Smartlog training and reading of school policies.
16	Ensure that all activities undertaken are done so safely and report any that are unsafe or conditions of malpractice, as soon as possible to a senior manager.
17	Ensure all duties and responsibilities are undertaken in line with the school's Health and Safety policy
18	To actively safeguard and promote the welfare of children at all times.
19	Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the main responsibilities of the job.	