



Examinations Administrator

Hours: 15 hours per week, term time only
(with the availability to increase hours during exam periods)

Grade: H4, £23,893-£25,119 (FTE)
Start date: September/October 2024

We are looking to appoint an Examinations Administrator to support the Exams Officer to manage the administration of all internal and external exams

Presdales School is a single sex comprehensive school in Ware for girls aged 11-18, with boys welcomed into the Sixth Form. We are a school which values all students, irrespective of their age and ability and helps them to exceed expectations through high quality teaching and learning and the opportunity to take part in a wide variety of activities which will enrich their educational and personal development beyond the classroom.

We provide a caring environment where all students are supported, as well as challenged, to ensure that there is no limit to their potential. We prepare our students for a world that is constantly changing by encouraging them to be independent learners who are determined,

confident and who never give up. Alongside academic excellence there is a strong focus on enjoyment, excellent behaviour and respect for all.

The school is committed to safeguarding and promoting the welfare of young people and expects staff to share this commitment. All posts are subject to a safer recruitment process which includes enhanced criminal records and barring checks, scrutiny of employment history, referencing and other vetting checks, including online searches.

Closing date for applications:

9.00am, Monday 2nd September 2024

We expect to interview:

TBA

Please submit:

- **A letter of application, no more than two sides of A4, outlining how you meet the person specification**
- **A completed application form (available on the school website)**

Presdales School is committed to ensuring inclusion, diversity and equality of opportunity. We welcome applications from all suitable candidates and encourage those from underrepresented groups, and/ or with protected characteristics, to apply.

You can post your application to the school, or send by email to:

recruitment@presdales.herts.sch.uk

Please note that CVs will not be accepted. Prospective applicants are welcome to visit the school prior to the application process. Please contact the Head's PA at the above email address if you wish to arrange a visit.





Job Description/Person Specification

Examinations Administrator

We wish to appoint an administrator with good keyboard and organisational skills, who can work well under pressure, to assist the Examinations Officer with the efficient operation of the whole school external and internal examination process. Work will include logging data, general administration and supporting examination invigilators. Excel skills essential. As part of a friendly department, you will receive full training and support. The successful applicant will be required to work additional hours during the external examination period and the four examination results days during August.

Main Responsibilities

- To assist the Exams Officer to ensure all internal and external student examinations are effectively planned and organised in a timely manner in accordance with exam regulations
- To manage and supervise the team of invigilators, making detailed arrangements for each exam sitting
- To check the seating plans and photocopy in preparation for the exam period
- To arrange the printing of exam papers and delivery/collection of exam materials to and from all venues
- To deal with invigilator enquiries and check pay claims
- To assist in all areas of exams administration where required
- To provide administrative support to the Administration Department as and when required
- As part of the school's contingency and succession planning, the exams assistant will be required to fulfil the role of exams officer in the event of their absence

Health & Safety

- Be aware of and comply with policies and procedures relating to child protection; health and safety and security; confidentiality and data protection and complete online training, when directed

Person Specification

- Confident in using Excel
- Calm, flexible and approachable
- Ability to solve problems, make good judgements and take decisions
- Ability to work under pressure
- Demonstrate commitment to the improvement and development of own performance
- Ability to function well as an effective member of a team

Whilst this job description is current, and every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified. Employees will be expected to comply, following consultation, with any reasonable request from the Headteacher to carry out tasks and duties that are of a similar level, but not specified in the job description.