

# THE PALMER CATHOLIC ACADEMY

Part of The Good Shepherd Catholic Trust



## EXAMINATIONS ASSISTANT AND PA TO SENIOR LEADERSHIP TEAM JOB DESCRIPTION

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<b>Post:</b>	Examinations Assistant and PA to Senior Leadership Team
<b>Salary Scale:</b>	LBR 4 point 7, £27,855 (FTE), £24,468 actual
<b>Hours of work:</b>	36 hours per week, term time plus 2 weeks
<b>Reports to:</b>	Data and Exams Manager and Senior Leadership Team

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### **Purpose of Job: Examinations Assistant**

- Efficient management of all external examinations in line with current JCQ instructions.
- Receive / answer all communications with Awarding Bodies and deal with all queries on exams from other sources including academy staff, parents/carers, present and past students.
- Effective use of computer software for examination entries / results.
- Organise internal examinations as required.
- To agree the use of academy facilities for examinations and to liaise effectively with all affected curriculum areas and the site team accordingly.

### **Purpose of Job: PA**

To provide excellent, confidential secretarial support to enable the senior leadership team to undertake their role of leading and managing the academy.

### **Main duties and responsibilities: Examination Assistant**

- To liaise with the Head of Department and Assistant Head KS4 and Head of Year 11 with regard to the relevant examinations boards and syllabus studied to examination level. To establish the number of entries at each tier and to process entries throughout the year.
- To circulate information about exams to staff, students and parents/carers including the use of our website and relevant social media.
- To pass on information from awarding bodies to relevant staff.
- To sort out examination papers as they arrive, store in a secure room and ensure their security to JCQ rules.
- To be responsible for all examination stationery and its security within the academy.
- In conjunction with the Data and Exams Manager, to ensure that prior to examinations that preparations are made for the smooth running of exams; e.g. seating plans, room preparation etc.
- To be responsible for the daily running of public examinations including practicals and to inform the relevant staff about any arrangements that need to be made for furniture in examination rooms, room changes and staff required.
- In conjunction with the Data and Exams Manager, to sort out clashes, make appropriate provisions for students including supervision and inform them of changes.
- To provide and present relevant exam information to candidates and to parents/carers and to produce guidelines for staff and students.
- To dispatch coursework materials to moderators/examiners.
- To oversee the copying and distribution of results by the centre.

- To have responsibility for running of CATS and other relevant testing for students within the academy.
- To organise the timetable for internal examinations, liaising with the Deputy Headteacher including allocation of rooms and ensuring appropriate invigilation is allocated.
- To participate in training and other learning activities and performance development as required. Keeping up to date with current legislation and procedures relating to this role.
- To ensure that boundaries of confidentiality are maintained at all times, and promoting this in others involved in the duties of this role.
- To be responsible for the continuous improvement and enhancement of systems and procedures which are relevant to the post.
- To develop, maintain, implement and adhere to an exams policy, re-sit policy and exam risk assessment for the academy.
- To be available in mid-August and September for the publication of external examination results and the subsequent appeals process.

#### **Main duties and responsibilities: PA to Senior Leadership Team (SLT)**

- To arrange a variety of meetings as and when required and set up for these meetings – refreshments, agendas, papers, resources, etc. and take accurate notes. Ensure that matters arising from meetings are dealt with by the appropriate people within agreed timescales.
- To draft correspondence and other documentation to the SLT's specification.
- To make any telephone calls as requested by the SLT and follow up any actions.
- Support the SLT in the organisation and detailed planning of special events, such as parent/options evenings, staff INSET and induction days.
- Undertake regular filing, ensuring there is an effective filing system in operation at all times.
- Assist the SLT in organising their administrative workload including supporting the SLT with data entry.
- To maintain a high degree of confidentiality with regard to issues concerning members of staff and students.
- To undertake any other reasonable tasks as requested to ensure the effective running of the academy.

#### **Additional duties**

- To work within the framework of the academy ethos, adhering to the Code of Conduct at all times.
- To maintain high standards of professional behaviour and presentation.
- To take responsibility for Health & Safety in the postholder's area of work.
- Any other duties commensurate with the grade which may be required from time to time.
- All staff are expected to take part in staff development.
- Must be / or willing to be first aid trained.

#### **EQUALITY AND DIVERSITY**

We are committed to and champion equality and diversity in all aspects of employment within the London Borough of Redbridge. All employees are expected to understand and promote equality and diversity in the course of their work.

#### **SAFEGUARDING CHILDREN**

This academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.

## PERSON SPECIFICATION – EXAMINATIONS ASSISTANT AND PA TO SLT

	Essential	Desirable	Method of Assessment
<b>KNOWLEDGE/QUALIFICATIONS</b>			
Good standard of general education – 5 GCSEs or equivalent including English and Maths	Yes		Application
Competency with Data knowledge		Yes	Application
IT qualification		Yes	Application
Willingness to undertake relevant training	Yes		Application
<b>EXPERIENCE</b>			
Exam office experience	Yes		Application/ Interview
Experience of data reporting process		Yes	Application/ Interview
Up to date knowledge of the public examinations process including the relevant policies, codes of practice and awareness of relevant legislation	Yes		Application
Experience of working within an office environment	Yes		Application
Managing and maintaining data in a secure environment	Yes		Application
<b>SKILLS AND ABILITIES</b>			
Experience of extracting and analysing relevant data from management information system and producing reports		Yes	Application/ Interview
Have excellent IT skills including Word, Excel, email and database programs	Yes		Application/ Interview
Ability to proof read accurately and consistently ensuring accurate correction of spelling, grammar and a high standard of work in terms of presentation and layout	Yes		Application
Good working knowledge of SIMs and relevant modules (assessment manager/exams)	Yes		Application/ Interview
Ability to deal with all people in a polite and courteous manner, showing firmness when required	Yes		Application
Good written, oral communication and interpersonal skills	Yes		Application/ Interview
Good time management skills and the ability to prioritise work dealing effectively with conflicting priorities	Yes		Application/ Interview
Ability to work in a highly organised and methodical manner	Yes		Application
Ability to work effectively as part of a team and own initiative	Yes		Application
Produce accurate work	Yes		Application
Able to maintain confidentiality	Yes		Application
Presents professional and friendly disposition			Application
Self-Motivated			Application
Flexibility approach to working			Application/ Interview
Be understanding and supportive of the moral and spiritual ethos of a Catholic Academy	Yes		Application