

JOB DESCRIPTION

POST TITLE	Administrative Assistant (Cover, Exams & SIMs Input)
Purpose:	To provide cover and examination administration support for the College
Reporting to:	Examinations & Cover Officer
Liaising with:	Teaching staff, Exam Invigilators and pupils
Working Time:	37 hours per week (Mon – Fri) Term Time only 40 Weeks Per Year The normal working hours for the role are 7am to 3pm (2.30pm on a Friday) although some flexibility is required during the period of the GCSE exams)
Salary/Grade:	Grade C
Disclosure level:	Enhanced

Role Requirements

Accountabilities	
Administration - Exams	- Assist the Examinations & Cover Officer in the planning and scheduling of all exam mocks and GCSEs - Use Microsoft Office Suite and SIMS to assist with the planning - Maintain an awareness of exam procedures and ensure they are followed at all times - Assist in the coordination of Invigilators and process associated paperwork - Prioritise own workload and ensure accurate information is available to colleagues within deadlines - Maintain accurate records to a high standard - General administration as needed - To assist the Examinations & Cover Officer with the organisation of the GCSE Certificate Evening and to attend the event
Administration – Cover	- Setting up daily cover requirements and room changes for absences and specific events e.g. PSHE, examinations etc. - Allocating Senior Cover Supervisors/Teachers/Supply to cover lessons

Administration – SIMs	• Producing cover and absence statistics • Maintaining an up-to-date cover record of approved/future absences • To provide general administrative support within the College including management of cover, options processing, examination arrangements etc. • Entering non-class codes (e.g. regular meetings) on to staff and room timetables
General Administration	• In year set changes • Administration of SIMs Parent App logins • Additional adhoc SIMs data entry support
Customer Service	• Providing general administrative support to the College as required due to workloads or absences
Customer Service	• Support the Examinations & Cover Officer in dealing with enquiries from parents • Work with teaching staff to ensure plan and schedule is understood by all • Available to support pupils with enquiries • Act as invigilator as required
Pupil Welfare	• Assist the Examinations & Cover Officer in ensuring that all pupils are provided with the appropriate and agreed support/resources during exams • Show empathy to pupils during exams • Be approachable and available to provide assistance to pupils and teaching staff during exam periods
Corporate and statutory initiatives – equalities/health and safety/e-government/sustainability	• Health and safety responsibility for self, children in an area which is a child centred environment • Maintain an awareness of the College, national and statutory policies and requirements and apply these in the workplace
Additional duties	• To play a full part in the life of the College community, to support its distinctive mission and ethos and to encourage and ensure staff and pupils follow this example • To continue personal development as agreed • To engage actively in the performance review process • Any other such duties as may reasonably be allocated by the Headteacher or Examinations & Cover Officer Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified

The main contacts

- Examinations & Cover Officer daily to discuss work priorities
- Pupils/Teachers/Heads of Year/Subject Leaders
- Exam Invigilators
- Examination Boards
- Parents

Specific Essential Qualities

- Technical skills – keyboard, word processing, photocopiers
- Experience of administration office working and processes
- Ability to prioritise workloads and work to deadlines without supervision
- Excellent organisational skills. Excellent communicator
- Skilled in maintaining personal and professional confidentiality
- Approachable and patient
- Confident in dealing with telephone and face to face enquiries
- Knowledge and ability to develop skills to use SIMS