



Job Description

Job Title:	School Office Administrator / Examinations Officer
Department:	School Office
Responsible to:	School Office Manager
Last reviewed:	August 2023

Job Outline

The School Office Administrator / Examinations Officer plays an important role in the academic life of the School. The post holder will have the primary responsibility of ensuring the smooth running of all A level and GCSE examinations, including ensuring compliance with all regulations as stipulated by the Awarding Bodies. They will also be required, from time to time, to support the administration of the IB programme.

It is essential that the post holder is able to work well under pressure, and able to meet deadlines whilst still maintaining a high level of accuracy.

Purpose

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role.

Duties

- Train and organise the School's team of invigilators.
- Ensure pupils are entered for examinations correctly.
- Work with Heads of Departments to ensure that all records, paperwork and submissions are compliant.
- Draw up an examination timetable to include invigilation and room allocation, for both A level and GCSE public examinations, which will require significant strategic oversight.
- Take responsibility for the smooth running of all examinations and provide appropriate response to any incidents likely to interfere with this, including allegations of malpractice or maladministration.
- Advise parents and pupils of the operation of the examination process including re-marks.
- Use technology (including the iSAMS database) to enhance the efficiency of the examinations process.
- Ensure that requests for reviews against results and appeals against the outcome of any such reviews are lodged with the appropriate examination boards in a timely fashion and that outcomes are efficiently disseminated.
- Ensure that accurate records of entries for billing purposes and results, for pupil records, are kept.
- Maintain a close working relationship with the Examination Boards.

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- Work with the Head of Sixth Form and Oxbridge Co-ordinator to ensure that all university pre-tests, including Oxbridge entrance examinations, are set up and are administered correctly.
- Work with the Overseas University Admissions Adviser to ensure the smooth operation of the SATs and IELTS test centre.
- Support the IB Administrator as and when requested.
- Receive and deal with all correspondence, including telephone calls and emails, in an appropriate manner.
- Complete all duties effectively, efficiently, accurately and within allocated deadlines.
- Remain up to date with all appropriate practices, procedures and regulatory requirements within the allocated areas of responsibility.
- In conjunction with management, design and implement efficient and effective working systems and to review and improve such systems as required.
- Ensure that all work is supported by a transparent document management and filing system which contains clear and accurate working papers.
- Establish and maintain effective communication channels and efficient/effective working relationships with other members of the academic team.
- Keep the management team up to date and informed about all allocated areas of responsibility and to report any significant problems as appropriate and within a reasonable time frame.
- Use of appropriate computer software and equipment and facilities in order to complete duties in the most efficient and effective way including accounting packages, word processing packages, spreadsheets and databases.
- Undertake appropriate training to ensure that skills remain up-to-date and commensurate with the first-class service required for this role.
- Provide administrative support to the School Office team, as required by the School Office Manager, in periods where the Officer is not focused on examinations tasks.

Other Requirements

Safeguarding and Child Protection

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

Health and Safety

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

Equality and Diversity

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

Code of Conduct

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

Data Protection

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

**School Office Administrator / Examinations Officer
Person Specification**

	Essential	Desirable
Qualifications		
Good general level of education (to GCSE level or equivalent)	✓	
Educated to A Level standard or equivalent and above		✓
Knowledge, Skills and Experience		
Previous experience and a track record of delivering in a similar examinations related role.		✓
Excellent literacy and numeracy skills	✓	
Proven administrative or secretarial experience	✓	
Excellent organisational, planning and time management skills	✓	
Strong working knowledge of IT systems	✓	
Understanding of working in a school environment		✓
Personal Attributes		
Ability to communicate effectively with people at all levels in an organisation; ability to relate to young people	✓	
Ability to work under pressure and to meet deadlines whilst maintaining accuracy	✓	
Willingness to work flexibly when required, and an ability to adapt to the needs of the role	✓	
Ability to work well as part of a team	✓	
Conscientious, trustworthy and reliable	✓	