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| **Job Title** | Examinations Administrator |
| **Reports to** | Examinations OfficerDay to day: Deputy Examinations Officer |

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| **Job Purpose** |
| As an Examinations Administrator you will work within a small specialist Examinations Team who coordinate all of the College’s examinations processes. You will be responsible for administrative tasks relating to all of the College’s examinations, and will be required to support in ensuring accurate records and documentation are maintained and to a safe and satisfactory standard in line with College policies. |

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| **Key Tasks and Responsibilities** |
| * Assist the Examinations Officer and Deputy Examinations Officer with all year-round exam administration, including; Mock Exams, US Admissions Tests (ACTs/SATs);
	+ Entries;
	+ Assist in the provision for students with Access Arrangements, including the maintenance of Access Arrangements records and applications;
	+ Filing, scanning and photocopying as required.
* Assist the Examinations Officer and Deputy Examinations Officer during the live exam season;
	+ Make sure exam rooms are set up and run according to JCQ (Joint Council for Qualifications) regulations;
	+ Receive, log, store and distribute examinations materials;
	+ Maintain stock levels of exam stationery and equipment;
	+ Act as stand-in Examination Team member, clash-supervisor or invigilator if required;
	+ Preparing and recording exam scripts for dispatch.
* Support and assist the Examinations Officer and Deputy Examinations Officer during results days;
	+ Input accurate results data as required;
	+ Prepare results transcripts as required;
	+ Collate and dispatch certificates.
* Carry out general administrative tasks, that may include but will not be limited to:
	+ Scanning in hard-copy files and upload documents;
	+ Sorting through electronic documents and create files;
	+ Entering data accurately and swiftly;
	+ Maintaining stock levels of exam stationery and equipment;
	+ Undertake other examinations-related tasks as required.
* Commitment to and promotion of equality, diversity and inclusion;
* All positions at Eton are classed as ‘regulated activity’ as per the Keeping Children Safe in Education 2023 guidance, therefore a good understanding of safeguarding procedures is essential;
* Commitment to safeguarding and promoting the welfare of children, including but not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood;
* Understand and comply with procedures and legislation relating to confidentiality.
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| **Skills and Competencies Required** |
| To be successful in this role, you will need to be able to demonstrate the following:* Excellent organisational skills, with ability to manage a busy workload and meet deadlines;
* Excellent IT skills and a willingness/aptitude to develop these; in particular, knowledge of MS office is required;
* Excellent communication skills – both written and verbal;
* Exceptional attention to detail and accuracy;

Additionally, you may enjoy this role if you;* Demonstrate personal warmth and enjoy engaging positively, gaining the confidence and trust of staff and pupils;
* Are reliable and flexible, with a ‘can-do’ approach to all duties and responsibilities;
* Have diplomacy and discretion with a professional approach at all times;
* Enjoy working in a team and are a good team player;
* Have the ability to react appropriately and remain calm in a pressurised environment.
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| **Working Pattern** |
| This is a full-time permanent position.The hours of work will be 35 hours per week, working Monday to Friday from 9am to 5pm with 1 hour unpaid for lunch. The working weeks will be 37 weeks - 32 weeks of Eton College term time and 5 weeks as outlined below, (inclusive of 5.6 paid weeks holiday entitlement):* 35 hours per week for 1 week – after the end of the Summer Term
* 35 hours per week for 2.5 weeks – GCE results to start of Michaelmas Term
* 35 hours per week for 1.5 weeks – Easter Holidays

 During May and June exam season you may be required to work longer hours.  |
| **Disclosure Checks**Eton College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form.  Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as “spent” under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College. |