|  |  |
| --- | --- |
| **Job Title** | Universities and Examinations Administrator |
| **Reports to** | Director of Universities and the Examinations Officer |

|  |
| --- |
| **Job Purpose** |
| To support both the Director of Universities and the Examinations Officer. |

**Key Tasks and Responsibilities**

**Universities Office:**

* Field masters’, boys’ and parents’ enquiries about universities;
* Liaise with universities about enquiries from the various stakeholders;
* Compile universities data for a variety of stakeholders;
* Run the UCAS system in the school, including registering boys and house masters;
* Check all UCAS entries before they are sent off;
* Organise any university fairs, meetings or visits;
* Assist with the administration of US university applications;
* On results day, assist with the analysis of results on university offers as well as fielding enquiries and advising boys.

**Examinations Office:**

* Nominated to cover Examinations Officer absence;
* Assist the Examinations Officer with all year-round exam administration:
  + Entries;
  + Assist in the provision for students with Access Arrangements, including the maintenance of Access Arrangements records and applications;
  + Filing and photocopying as required.
* Assist the Examinations Officer and Examinations Coordinator during the live exam season:
  + Make sure exam rooms are running smoothly and efficiently ensuring the correct environment for students;
  + Organise exam rooms in accordance with JCQ regulations;
  + Maintain stock levels of exam stationery and equipment;
  + Preparing and recording exam scripts for dispatch.
* Support and assist the Examinations Officer during results days:
  + Input accurate results data as required;
  + Assist with post results application and recording distribution;
  + Collate and dispatch certificates.
* Undertake regular training and appraisals.

|  |
| --- |
| **Skills and Competencies Required**  Skills & Attributes:   * Exceptional verbal and written communication skills * 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 * Strong interpersonal skills, with the ability to build effective relationships with a variety of stakeholders * Exceptional attention to detail   Personal Qualities:   * Personal warmth to engage positively and gain the confidence and trust of staff and pupils * Reliability and flexibility with a ‘can-do’ approach to all duties and responsibilities * Diplomacy and discretion with a professional approach at all times * Good Team player with good communication skills * Ability to react appropriately and remain calm in a pressurised environment   **Working Pattern**   * The role will be for 35 hours per week with an hour for lunch during school term time. In addition, the post holder will be expected to work the period between A-Level results day (mid-August) and the start of the Michaelmas Half, and other out of term time periods by agreement, equating to 38 weeks annually. * Paid holiday entitlement is 5.6 weeks including bank holidays. However, when a bank holiday falls during a school term the post holder may be required to work on that day and will be entitled to an additional day’s paid holiday in lieu. The full statutory holiday entitlement is to be taken (including any additional days in lieu) during periods outside of the required 38 working weeks. |