



**Exams Officer & Senior Administrator**  
**37 hours, 40 weeks**  
**Permanent Contract**  
**Grade E, (£22,911 - £25,295)**

ACE Schools Plymouth AP Academy (part of ACE Schools Multi Academy Trust) was formally set up on 1st June 2016 with the aim of building on the solid foundation established by the previous PRU. ACE Schools Plymouth operates from at least twelve sites around Devon & Cornwall and provides education and support services throughout the community to support pupils to access education in schools, community centers, medical facilities or their own homes.

ACE Schools Plymouth, part of the ACE Schools Trust, are looking for an Exams Officer/Senior Administrator to support our young people in the taking of examinations across our sites, whilst with us at ACE Schools Plymouth. As well as this, you will be responsible for overseeing the team of administrators who are based in the main reception.

The successful candidate should be well organised and have excellent communication skills with the ability to work to deadlines. You should have experience in a similar role and/or experience of working in a school environment.

You will be responsible for the organisation and the administration of exams taken by our young people by liaising with examination boards, teachers, parents and other schools in order to facilitate these. You will need the ability to prioritise busy workloads, especially during exams season, and be able to communicate effectively with people at all levels.

If you have an interest in working within education, have excellent organisation skills, and have a desire to help make a difference to young people's lives, then we would like to hear from you.

**ACE Schools Plymouth is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced Disclosure and Barring Service (DBS) check and will be undertaken before a confirmed offer of employment is made to successful applicants.**

*You will be required to undertake CPI training as part of your induction and essential qualification and person requirements should be met as per role profile to be considered for shortlisting.*

*For more information or an informal discussion please contact  
Charley Cochrane on 01752 396118 or email [recruitment@aceschools.net](mailto:recruitment@aceschools.net)*

**Closing Date:** 12pm Monday 28<sup>th</sup> October 2019  
**Interview Date:** 1<sup>st</sup> November 2019  
**Start Date:** ASAP pending pre-employment checks.



never give up.

<b>Job Title</b>	Exams Officer & Senior Administrator
<b>Reporting To</b>	Head Teacher / SLT, ACE Schools Plymouth
<b>DBS Check Required</b>	Enhanced

### Job Purpose

**Exam Officer** Responsible for the effective registration, administration, organisation and smooth running of examinations and assessments for approximately 50-100 students per year. Organise appropriate staffing, facilities, accommodation and documentation within the budget allocated. The post holder will co-ordinate and analyse exam results to produce reporting statistics and jointly develop information for target setting as a basis for raising learner achievement. The post holder will coordinate and achieve service approval to deliver all new qualifications and will liaise with Awarding bodies. This part of the role will require the post holder to be available during the summer holidays when A Level and GCSE Results are delivered (1 week in total, dates will vary over a 2 week period in August and requirement to be in school early to arrange transportation of papers to our other bases across Devon and Cornwall sites).

### Senior Administrator

To be responsible for the efficiency of the school administration team, managing and appraising the team.

### Responsibilities

#### Exams Officer (0.6)

- Establish and maintain a timetable for examinations and accreditations, identifying the venue, dates and times, entrant numbers, required documentation and the necessary invigilation staff for the academic year. The post holder will liaise with the exam centres to coordinate and share the timetable with staff, students and parents.
- Work in accordance with all Awarding Bodies' regulations and quality criteria used by the school.
- Supervise the running of examinations, including practical exams and inform the base managers about arrangements that need to be made for appropriate furniture in and preparation of all exam rooms.
- Make available the necessary examination administration and stationary.
- Coordinate and act as the point of contact for approval of new qualifications offered by the school.
- Liaise closely with the Data Manager to develop and analyse exam statistics that can be used for review and self-assessment target setting and as a basis of raising achievement.
- Manage and report monthly to the Head Teacher / SLT of the school to procure examinations and learning materials from various Awarding Bodies.

#### Team Leader (0.4)

- Appraising, and supervising administration and clerical support
- Leading on the management, storage and retention of paper files
- Carry out other duties appropriate to the grade of the post
- Take accountability for organising administration support across the school
- Line manage administration support within the admins and clerical staff within the service area
- Ensure that Administrative systems and processes operating smoothly



### Skills Required

- Good verbal and written communication skills
- Well organised
- Attention to detail and a well-organised approach to work
- Ability to work under pressure and within deadlines
- Ability to prioritise
- Interpersonal and communication skills to communicate with staff at all levels
- Ability to review, develop and instigate administrative processes
- Keyboard skills and ability to write clear analytical reports into specific issues
- Planning skills and ability to prioritise workload in line with changing demands
- Ability to supervise, advise and guide staff, including leading change

### Experience & Job Knowledge

- Experience in working in a clerical or administrative environment **Essential**
- Experience of working in a school **Desirable**
- Experience of managing a team **Essential**
- Understanding of information security and data protection **Essential**
- Up to date knowledge and experience of Microsoft Office packages **Essential**

### Qualifications

- NVQ3 Business & Administration **Essential**
- A – C in English and Maths **Essential**

### Personal Qualities

- Well-organised.
- Self-motivated and able to work independently as well as part of a team.
- Able to manage own diary and workload peaks around exams.

### Other

- Full driving licence and access to own vehicle. **Essential**