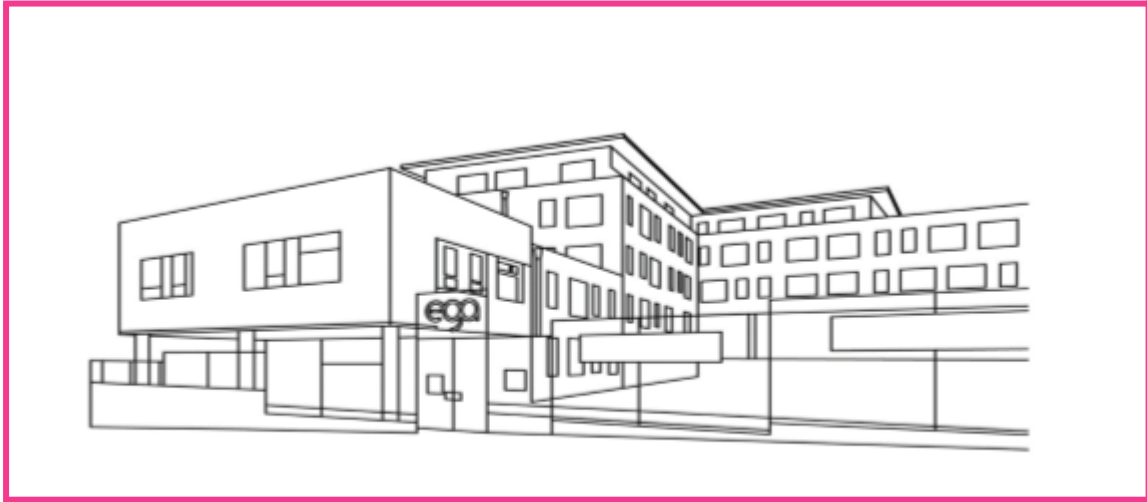




Believe Without Limits



Exam and Admin Officer



Believe Without Limits

“EGA - a school without limits”

Students leave EGA having achieved more than they ever believed possible. Through our broad-based curriculum and strong pastoral care, we equip students with the knowledge, skills and confidence to achieve both academically and personally.

Our success can be seen in the ambitious, kind and compassionate life-long learners that make up our rich, varied and diverse community of young people.





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Headteacher's Message



Thank you for your interest in this position. Elizabeth Garrett Anderson School (EGA) is a highly successful community school located in north London. It is held in high regard locally, nationally and internationally. The school is committed to a journey of continuous improvement and works alongside other schools in the Islington Futures Federation, as well as with partners and relationships beyond Islington, to ensure we are at the forefront of educational thinking and research.

Working at EGA is exceptionally rewarding. Many of our students experience disadvantages, but students of all abilities make outstanding progress and leave school with the qualifications and the self belief to help them build a successful future. We believe that academic success, kind and consistent pastoral care and outstanding character education are all essential to students' experiences at school and we expect all staff who work here to be committed to each of these areas of work.

Our expectations are extremely high both for students and staff and we work hard to continually improve our practice. Many staff are promoted internally and we are committed to providing outstanding quality professional development for all our staff through a range of high quality school based training sessions, coaching and appraisal. Colleagues who embrace the EGA ethos will have a wealth of opportunities to develop their career here or elsewhere when they are ready to take the next career step.

I really hope that, having learnt more about our school, you will decide to apply for this post. If you are successful in your application, you will be joining a school where the students thrive, the staff are greatly valued and everyone has the chance to shine.

Sarah Beagley
Headteacher



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Exam and Admin Officer

Salary Grade: SO1 (Spine Point 23 to 25)

Salary Range: £37,575.00 - £38,769.00

Actual Salary: £29,277.65 - £30,207.99

Hours per week: 30 hrs, (term time only) plus 2 weeks , working hours: 09.00-15.00 (Exam season 08.00-16.00 or as early as necessary)

One year fixed term in the first instance

Required ASAP

We are seeking to appoint an outstanding individual to join our Examination team, under the direction of our Deputy Headteacher. .

You will have a wide range of skills and experience to fulfil the role and responsibilities of this position.

You will be expected to facilitate and encourage co-operation, effective communication and mutual understanding between home and school; maintaining positive communication pathways in the best interest of the students.

You can also visit www.egaschool.co.uk for more information about the school.

Closing date for completed applications: **Monday, 23rd September**

Interview date: **TBC**

In line with KCSIE 2023 and safer recruitment practices, the school will conduct an online search For all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.

Elizabeth Garrett Anderson School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. This position is subject to a Disclosure and Barring Service check at Enhanced Level.

Please note the advertised actual salary is a range based on continuous service, with the maximum range indicating 5+ continuous years with local government schools. The starting salary will be calculated based on the individual circumstances of the successful candidates



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Job Description

Post title: Exam and Admin officer

Salary: SO1

Working hours: 30 hours per week, term time only plus 2 weeks, To include the August exam download date and results day and post results day

Reporting to: Deputy Headteacher, working alongside the Office Lead

Responsible for: school examinations, back office administrative functions.

Purpose of the post:: To be responsible for all examinations ensuring exam board requirements are met. To provide effective data and admin support to manage the day to day running of the schools admin office.

Examination duties:

- Liaising with a wide range of internal and external stakeholders, including students, parents, heads of departments, heads of years, teachers and reception staff, IT staff and awarding organisations.
- Being aware of examination changes each academic year and notifying relevant teachers and leadership.
- Managing BTECs, Open awards, making entries and printing of test papers, uploading external assessments via awarding body portals, checking of any changes and informing relevant teachers, submitting results. Storing external set exams and following regulations on the day of exam booking rooms and staff.
- Importing qualification data in January
- Setting up new seasons in Arbor, liaising with admissions officers ensuring new students are added.
- Creating exam numbers UCI numbers for all exam season candidates.
- Creating Templates in individual reports e.g. for students results and data sheets
- Collecting base data for all awarding bodies and ensuring entry codes are correct adding new entry codes for new subjects.
- Adding new students throughout the exam season when needed.
- Managing the examination entry process, including gathering information from teaching staff to ensure that students' examinations entries are made correctly and on time making amendments/withdrawals etc
- Produce and distribute statements of entries for all exam season candidates, making amendments where needed.
- Updating finance with cost of exam fees, exam invigilation, any other costs.



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- Managing the examination preparation process. This includes preparing examination timetables for students and staff; creating seating plans for each examination room, briefing candidates and staff.
- Ensuring transferred students are completed in a timely manner and meeting deadlines.
- Ensuring applications for alternative site
- Ensure that all exams are sufficiently staffed.
- Managing invigilators, This includes training new invigilators and updating existing invigilators on the rules and regulations changes each academic year.
- Managing receiving, checking and securely storing confidential examination materials: administering internal assessment etc.
- Supporting the process relating to Access arrangements for example, supporting the SENCo in making applications, rooming training and providing invigilators.
- Managing emergency access arrangements,
- Keeping recording and filing electronic supporting evidence for each candidate approved for access arrangements.
- Produce seating plans for each exam.
- Managing examination days in accordance with awarding body regulations, including preparing for each exam day, Starting the examination. Dealing with emergencies, irregularities and malpractice, ending the examination, collecting the examination scripts and packing and dispatching examination scripts.
- Ensuring the hall and rooms are prepared prior to the start of each examination, distributing exam materials and candidate cards.
- Ensuring candidates are seated correctly and in a timely manner.
- Liaising with parcel force ensuring collection deadlines are met.
- Contingency planning.
- Completing special consideration forms and ensuring relevant evidence is recorded.
- Fire evacuation plan is in place each exam season.
- Ensuring that all examination related policies are up to date and ensuring changes are made each academic year.
- Ensuring that the school website is updated each academic year with correct awarding bodies and adding new awards if needed.
- Download results on results day and prepare and organise for distribution of results, on site and via email.
- Managing appeals are remarks on behalf of students and the school.
- **Check** certificates are correct on arrival and dealing with any that require amending with the relevant awarding body, keeping student and school update with progress.
- Prepare the exam certificates and organise collection events or arrange collection.



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Internal exam organisation:

- · Timetables for students and Staff.
- · Rooming for exams
- · Printing of mock paper and storing of mock exam papers.
- · Support on career events.
- · Support the students with further education applications.
- · Managing further education references and liaising with sixth forms and colleges with additional information needed, keeping records of applications made by the students.

Admin duties:

- Deputise on reception when required, maintaining a welcoming environment for all visitors and students;
- Administer First Aid as required and support with the administration of prescribed medication where required and in accordance with school policy and guidelines;
- Any other office admin support as directed by the Office Lead;

This job description is only a summary and cannot encompass every task. All employees are expected to undertake other responsibilities as directed by their line manager



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● Person Specification

E = Essential D = desirable

Qualifications and training:

1. Qualification in the field of administration (E)
2. Level 2 qualification in English and Mathematics (E)
3. First Aid training or the willingness to undertake training in this area (E)
4. Safeguarding and Child Protection Training or the willingness to undertake training in this area (E)

Knowledge and experience:

1. Experience of working in a school setting (D)
2. Experience of working in an office environment (D)
3. Good working knowledge of a range of software packages including SIMs, Microsoft and Google packages (E)
4. Good ICT skills (E)

Personal skills and qualities:

1. Excellent written and verbal communication skills (E)
2. Ability to work to deadlines and prioritise effectively (E)
3. Ability to work on your own initiative and as part of a team (E)
4. Willingness to work flexible hours when required (D)
5. Understanding and commitment to the aims and objectives of the Islington Futures Federation, the Teaching School and School (E)



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Why work at EGA?

Staff wellbeing

- **A workload and wellbeing charter** agreed in conjunction with staff and underpinned by an annual staff survey.
- **Gym Membership scheme** - An annual membership for all the 280 leisure centres across the country managed by GLL (Better). This is offered at a very competitive cost and repaid over 10 months
- **Cyclescheme** - Allows staff to purchase a bike and equipment through a lease arrangement, repaid over 12 months allowing for a monthly tax saving.
- **Free Eye Test** - Available to users who use display screen equipment for more than 2 hours a day
- **Employee Assistance Programme** - free confidential and independent support to help staff balance their work, family and personal lives. Support is available via phone, online and through 1 to 1 Counselling sessions.
- **Occupational Health** - aims to promote and maintain the health and well-being of employees to ensure staff have access to specialist occupational health practitioners and services

Remuneration and financial support

- **Inner London pay** - Being in the heart of London, Islington schools offer inner London pay, a competitive way to reward employees who work with us.
- **Staff Laptop** - all teaching staff are provided with a laptop to use on site or at home.
- **Tech scheme** - A salary sacrifice benefit that allows employees to get technology from Currys PC World and spread the cost over 12 months.
- **Season ticket loan** - An interest free season ticket loan allows employees to buy an annual travel card for up to £10,000. The loan is recovered over 10 monthly instalments.
- **Welfare loan** - There may be times when staff experience financial hardship and we aim to help these employees overcome genuine domestic difficulties. Staff can request a loan of up to £1,000, which is to be paid over a 12 month period.
- **Long Service Award** - rewarding staff with 20 or 25 years continuous service in Islington or local government.



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Selection Process and additional information

Recruitment Process

Applications will be considered as they are received by the school and candidates may be invited to interview at any stage. Early applications are warmly encouraged.

Once you have submitted your application, it will be assessed against the criteria in the person specification. If you score well against this criteria, you will then be invited to attend an interview. Details will be made available when selected.

School Visits

School visits are highly recommended and can be requested by emailing admin@egas.org.uk

Special Requirements

If you require reasonable adjustments prior to your interview, these can be arranged by emailing admin@egas.org.uk

References

We will obtain references from your referees if you are successful for the interview. In order to prevent delays, please ensure that the reference section of the application form is accurate and completed in full.

Data Protection

Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

Right to work in the UK

Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents him/her from taking up employment. If you are invited to attend an interview, you will be asked to produce original and up to date documentary evidence of your right to work in the UK.

Safeguarding

EGA operates safer recruitment practices in accordance with Keeping Children Safe in Education regulations. Please expect the highest level of scrutiny and background checks. Appointments are subject to satisfactory references being obtained, and an enhanced disclosure and barring service (DBS) check. New members of staff cannot start their positions until these documents are in place.



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