

## Job Description – Exams Officer and SEND Administrator

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### About the role

**Job Title:** Exams Officer and SEND Administrator  
**Salary:** £22,000 - £26,000 (Negotiable depending on experience)  
**Contracts :** Permanent  
**Hours:** Full time  
**Start Date:** ASAP

***We are seeking to appoint a highly motivated, committed and enthusiastic Exams Officer and SEND Administrator who is ready for the next stage in their career.***

- Are you an experienced Exams Officer seeking an opportunity that will support your career ambitions?
- Are you fully committed to working in a vibrant learning environment that is richly diverse and proud of its family feel and an environment where everyone truly does matter?
- Are you ready to support a skilled and enthusiastic teaching and learning community?
- Do you have high expectations of, and are able to motivate students and staff?

#### **The successful candidate will need:**

- Good organisational and planning skills
- Good interpersonal and communication skills with a range of stakeholders
- Ability to prioritise workload and meet deadlines
- An understanding of multiple IT systems including SIMS
- Ability to work under pressure

#### **About Wapping High School:**

- Inclusive richly diverse and successful 11 – 16 Free School located in East London.
- A truly international school that broadens the horizons of everyone here.
- Wapping High is a coaching school for all students and staff.
- Is an innovative digital / technology rich environment.
- A school in which all students have their own Chromebook devices.
- Provide the offer of a wide range of GCSE and Applied Learning subjects that meet the needs of all learners.
- Has a curriculum rich in academic, creative and applied learning subjects but is also full of skills building and character development opportunities.
- Has a commitment to the provision of outstanding extracurricular experiences e.g national and international school trips and post 16 learning and university visits.

#### **We offer:**

- Competitive salaries based on experience and skills.
- The chance to learn from committed and experienced practitioners to develop new approaches in learning.
- Outstanding CPD opportunities.
- A supportive environment where staff are valued as an integral part of the Wapping High family.

The closing date for applications is **Wednesday 5th October 2022 at 4pm** with interviews scheduled as when applications are received.

Wapping High is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful candidates will be required to undertake a criminal DBS check.

## **Job Purpose**

### **Areas of Accountability**

1. To support the Senior Team and play an integral role in promoting all aspects of the school ethos, inspiring and motivating students and being an active member of the school community
2. To provide administrative support to the SENCO
3. To act as a champion for all aspects of learning and a positive role model for all students
4. To provide support for the vision for the school in order to maintain its success and ensure the highest quality of education for all its students

### **Specific duties and responsibilities:**

The duties outlined in this job description are in addition to those covered by the latest School Teachers Pay and Conditions Document and subject to any amendments due to government legislation

#### **1. Exams Officer**

- Liaising with a wide range of internal and external stakeholders, including students, parents, Heads of Departments, Heads of Houses, teachers, reception staff, site staff, IT staff and awarding organisations
- Being aware of examination changes each academic year
- Managing invigilators. This includes training new invigilators and updating existing invigilators on rules and regulation changes on an annual basis
- Creating exam and invigilation timetables, prepare seating plans, resolve any clashes that arise and make appropriate provisions for pupils;
- Managing exam rooms, signage and exam environments;
- Invigilating examinations
- Updating examination-related policies
- Managing the examination entry process, including gathering information from teaching staff to ensure that students' examination entries are made correctly and on time, making amendments/withdrawals etc.
- Managing the examination preparation process. This includes preparing examination timetables for students and staff; creating seating plans for each examination room; briefing candidates, staff and parents; 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 invigilators, managing emergency access arrangements etc.)
- Managing examination days in accordance with awarding body regulations, including preparing for each exam day, starting an examination, dealing with emergencies, irregularities and malpractice, ending the examination, collecting the examination scripts and packing and dispatching examination scripts
- Contingency planning
- Managing examination results. This includes accessing results electronically / downloading results from awarding body secure sites and preparing for results to be disseminated to each student/candidate
- Dealing with requests and administering post-results services
- Issuing examination certificates

## **2. SEND Administrator**

- Supporting the SENCO in managing the process of assessment and testing for pupils with special educational needs and disabilities.
- Supporting the SENCO in managing all aspects of record keeping in relation to pupils' access arrangements.
- Supporting the SENCO in maintaining a high standard of record keeping for all pupils with special educational needs and disabilities.
- Producing accurate agendas and minutes from all meetings relating to pupils with special educational needs and disabilities.
- Communicating on behalf of the SENCO with key members of staff and outside agencies to ensure pupils with special educational needs and disabilities receive excellent levels of care and support.
- Communicating on behalf of the SENCO with parents of pupils with special educational needs and disabilities.
- Supporting the SENCO in maintaining timetables and rotas for teaching assistants.
- Responding to email, telephone and other queries as necessary.
- Undertaking general office duties such as photocopying, refreshments and filing.
- Undertaking other such reasonable tasks as directed by the SENCO.

## **3. Developing self and working with others**

- Managing time and priorities appropriately
- Promoting and to ensure the development of effective classroom practice through example where necessary
- Showing a commitment to self-improvement and joint professional development
- Promoting and facilitating teamwork.

#### 4. Strengthening community

- Promoting a positive ethos in which individuals feel valued and where personal endeavour and responsibility are encouraged
- Being actively involved in the life and development of the school and the local community

#### 5. Professional Standards

- Participating in the school's CPD programme and Performance Management process
- Taking responsibility for maintaining personal professional development
- To ensure that all deadlines are met as published.

#### Person Specification – Exams Officer and SEND Admin

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"><li>● Good standard of education including English and Maths</li><li>● NVQ Level 3 or Equivalent.</li></ul>	<ul style="list-style-type: none"><li>● QTS.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>● Experience of working as an Exams Officer with students within a Secondary School setting</li><li>● Experience and working knowledge of SIMS or other equivalents.</li><li>● Knowledge of the necessary policies, procedures, rules and regulations laid down by the Joint Council for Qualifications and exam bodies.</li></ul>	<ul style="list-style-type: none"><li>● Experience of working as a SEND Administrator</li><li>● Having a commitment to career development</li></ul>
<b>Knowledge / Skills</b>	<ul style="list-style-type: none"><li>● Knowledge and understanding of the procedures and practices related to an Exams Officer</li><li>● Competent with IT, preferably Google Suite and for administrative tasks related to cover and to support teaching and learning</li><li>● Able to input, interpret and summarise data accurately</li></ul>	<ul style="list-style-type: none"><li>● First aid qualifications.</li></ul>

	<ul style="list-style-type: none"> <li>● Excellent communication skills both orally and in written form</li> <li>● Excellent time management and organisational skills with the ability to meet tight deadlines with minimal supervision</li> <li>● Understanding and respecting the principles of maintaining confidentiality.</li> </ul>	
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>● Proactive and flexible in relation to working hours</li> <li>● Ability to remain calm in challenging and pressured situations</li> <li>● Always exercise a high degree of integrity and confidentiality</li> <li>● Commitment to support Wapping High School's ethos</li> <li>● Commitment to the protection and safeguarding of children</li> <li>● Able to demonstrate a caring attitude to children and colleagues</li> <li>● Willingness to pursue professional development.</li> </ul>	

### Additional Duties

You may be required to carry out additional duties, as the Headteacher may reasonably request, from time to time.

To be responsible for promoting and safeguarding the welfare of children and young people. All employees will have a responsibility for the children and young people that they will come into contact with.

To comply with the school's Health and Safety Policy, undertaking risk assessments as appropriate and to work within the school's Equality and Diversity Policy.

### Equal Opportunities

To ensure that the spirit of the School policy is implemented.