

ROLE SPECIFICATION

Job Title:	General Administration & Examinations Assistant
Grade:	3 GENERIC – SCH 34
Reporting to:	Examinations and Statistical Analysis Officer/Relevant DOL
Department:	Support Staff
Location:	Millais School

MAIN PURPOSE OF THE ROLE

To provide a high standard of administrative support to the Directors of Learning (DOL) and their curriculum areas, and to the Examinations Officer, contributing to pupil achievements and the efficient and effective administration of the school.

To provide support for whole school activities.

ACCOUNTABILITIES AND TASKS

Accountability	Task
<p>Curriculum Area Administrative Support and Examinations Administrative Support</p>	<ul style="list-style-type: none"> • Organising resources and keeping them tidy and accessible • Stocktaking and preparing requisitions for materials and equipment; checking deliveries and arranging for invoices to be authorised; storing papers securely • Drafting letters to parents, students and others, and responding to correspondence, as required; • Researching information to meet curriculum area and cross-curriculum needs; • Standardising administrative functions across curriculum areas, as part of a team of General Administration Assistants; • Arranging or undertaking reprographic work and faxes; • Maintaining appropriate filing and record systems including pupil behaviour records; • Creating curriculum area displays; • Arranging meetings and events, and taking notes as required; • Dealing with straightforward general enquiries; • Preparing exam timetables, rooms ready and seating plans for

	<p>exams, candidate cards for students;</p> <ul style="list-style-type: none"> • Arranging rooms for invigilators, assisting with applications to examination boards for special access arrangements and special consideration for students; • Assisting in collating and distribution of GCSE certificates.
<p>Data Entry and Analysis</p>	<ul style="list-style-type: none"> • Inputting and updating data and records in SIMS; • Inputting and updating exam entries in SIMS including submissions to the exam boards; • Retrieving and organising data into reports, including reports to students about entries or results; • Carry out general data analysis and producing basic spreadsheets.
<p>Whole School</p>	<ul style="list-style-type: none"> • Assisting with whole school activities, as required; • Providing occasional Reception cover • Any reasonable request from the Headteacher and senior staff.

SCOPE OF DECISION-MAKING / FINANCIAL CONTROL

<p>Implements basic administrative systems and provides general inventory and stock control.</p> <p>Produces standard letters and carries out general data input tasks.</p>

COMPETENCIES FOR THE ROLE

<ul style="list-style-type: none"> • Planning and Organising • Concern for Quality • Resilience and Self Control • Organisational Awareness • Self Confidence

This role has no financial responsibility for budgets or line managing people.

- **Team Working**

PERSON SPECIFICATION

Knowledge and Experience

Shows initiative and the capability to organise and manage priorities. Versatile and flexible approach with the ability to adapt to different working environments and manage pressure during busy times.

A proven administrator with experience of an office or school environment. The ability to communicate clearly and effectively at all levels, in writing and verbally.

Numerate with good computer skills, including Excel.

Well organised paying a lot of attention to detail. Accuracy is very important for this role.

Essential Skills and Qualifications

- Good standard of secondary education
- Numerate, accurate, conscientious
- Effective writing skills
- Strong ICT skills – Microsoft Office
- Excellent communication skills

Desirable

- Secretarial skills
- ICT courses
- Creative design skills
- Working knowledge of SIMS Assessment Manager

This role specification contains an outline of the jobholder's principal accountabilities and is not intended to be exhaustive. It will be reviewed with the jobholder at appropriate intervals by the Headteacher of Millais School, as necessary in consultation with the Governing Body.