



JOB DESCRIPTION

<u>Post Title:</u>	Exam Access Arrangements Administrator
<u>Working Hours:</u>	37 hours per week, Monday to Friday (term-time only)
<u>Purpose:</u>	To provide support within the Examinations Department and Faculty of Academic Support, with responsibility for the administration of Exam Access Arrangements (EAA) leading up to and during Internal & External exam windows.
<u>Responsible to:</u>	The Principal through the Exams Manager and Head of Inclusion.
<u>Liaising with:</u>	Relevant staff within College, e.g. other Exam staff, teachers within the department and faculty and other support staff.

Main Duties and Responsibilities

- Booking smaller & Individual room for Students with EAA during internal & external exam windows
- Provide Staffing during busy exam periods
- Allocate Students to rooms/Staff
- To be aware of Student EAA status and their needs
- To be the lead on assistive technology for EAA, including the accessibility tools in Microsoft
- To work with IT to ensure smooth interface with tech, apps and college IT systems
- To assist support staff and students in the effective use of assistive tech -in particular RRG
- To keep in touch with latest developments in access technology, with a keen focus on tech for student with sensory impairments -visual, hearing for examination and classroom access
- To issue Reader Pens where applicable prior to exams
- To set-up Read & Write Gold [RRG] prior to Exams and across all Study Centres classrooms when tests/mocks are underway
- To issue Laptops for Students who require a WP
- Supply all other exam materials to EAA Students
- Update the EAA Database within unit-e (Training to be given)
- Update EAA through the JCQ CAP portal. This would include candidates with Extra Time, Modified Papers and other EAA (Training to be given)
- Responsible for the completion of the EAA Green Card
- To Work closely with the EAA External Invigilators on exam days, supplying information and detail.
- To adhere to the EAA with regards to the return of exams scripts/papers to the examination's office in a secure and timely manner.
- To familiarise oneself with the JCQ rules and Regulations with regards to Exam Access Arrangements and the security of exam papers.
- To provide reports on usage of Student EAA to HOD for FAS
- Liaise with Exams Office and FAS staff with regards to EAA

Staffing

Staff Development

- To undertake staff development where appropriate.
- To take part in the College's Appraisal Process.

Deployment of Staff

- To ensure that appropriate arrangements for cover are made when absent.
- To work as part of a team and to ensure effective working relations.

Quality Assurance

- To ensure the effective operation of quality assurance systems.
- To contribute to the process of the setting of targets within the department and to work towards their achievement.
- To assist with the implementation of College quality procedures, especially through contribution to the self-assessment process.

Communications

- To ensure familiarity with the department's aims and objectives.
- To liaise with relevant external bodies as appropriate.

Marketing and Liaison

- To contribute to the College liaison and marketing activities.
- To link with external agencies as appropriate.

Management of Resources

- To contribute to the maintenance of an attractive working environment within the Catering department

Other

- To support the aims and objectives of the College.
- To attend meetings as appropriate.
- To carry out duties with due regard to the college's policies on equal opportunities, health and safety and quality assurance.
- To undertake any other duties the Principal or their designated alternate may reasonably direct from time to time within the context of the Loreto College contract.
- The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.

This job description will be kept under review and may be amended from time to time, following consultation with the post holder, to reflect changing organisational needs.

**PERSON SPECIFICATION:
Exam Access Arrangements Administrator**

This person specification will be used in shortlisting and interviewing to select the best candidate. Each applicant should, therefore, address the person specification in their application and where appropriate should give examples of how they meet the criteria.

	Essential	Desirable	Method of Assessment
Experience			
Experience in an administrative role	✓		Application, Interview
Administrative experience in an educational environment		✓	Application, Interview
Skills and Knowledge			
Proficiency in working with standard office applications such as MS Word, Excel and Outlook	✓		Application, Interview, Test
Excellent organisational and administrative skills	✓		Application, Interview, Test
Ability to prioritise and multitask	✓		Application, Interview
Ability to manage own workload	✓		Application, Interview
Ability to meet deadlines	✓		Interview
Excellent attention to detail	✓		Interview
A keen interest in and knowledge of assistive technology for students with disabilities	✓		Interview
Ability to train young people in the use of technology	✓		Interview
A clear understanding of developments in post-16 education	✓		Application, Interview, Test
High level of literacy/communication skills	✓		Interview
Qualifications			
Educated to degree level or equivalent, or substantial relevant experience that demonstrates a high order of literacy, numeracy and analytical skills.	✓		Application, Interview
L3 or above qualifications in IT related /digital skills		✓	Application, Interview
A relevant administrative qualification or evidence of formal training.		✓	Application, Interview
Attitude and Impact			
Positive and Enthusiastic	✓		Interview
Smart in appearance and manner	✓		Interview
Ability to work outside normal office hours on occasions	✓		Interview
In sympathy with the Catholic ethos of the College, including a commitment to co-operation and helpfulness and a concern for the well-being of others	✓		Interview
A willingness to show flexibility in working arrangements in terms of duties and working patterns to meet emergencies and changes circumstances	✓		Interview
Committed to Equality and Diversity	✓		Interview
Personal			
Enhanced DBS Clearance *	✓		Pre-employment check
Ability to meet the requirements of the Asylum and Immigration Act (to be legally employed to work in the UK)	✓		Interview
<i>The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.</i>			
<i>* this will follow an initial offer of employment</i>			

SUMMARY OF MAIN TERMS AND CONDITIONS OF SERVICE

Exam Access Arrangements Administrator

This is a term-time only position, working 37 hours per week, Monday to Friday. **You will however, on occasions, be required to work outside these hours to meet the requirements of the college.**

Applications from individuals seeking job-share working arrangements are welcome. Please confirm on your application form if you wish to apply on a job-share basis, indicating your preferred days of work.

Start Date	February 2022 (or as soon as possible)
Closing date	Closing date for receipt of applications is 10am on Monday 24th January 2022 . We will not be able to accept applications after this date, except in exceptional circumstances.
Salary	Salary will be points 5-8 on the Sixth Form College's Support Staff Scale, currently £19,328 to £20,771 per annum (full time equivalent). (<i>Actual amount £16,390 to 17,613</i>).
Interview date	Candidates will be contacted by telephone/email regarding interview dates. Please therefore ensure this information is included in your application, along with any dates when you are not available for interview.
Payment	Your salary will be paid by BACs transfer into your bank account on the last banking day of the month, unless notified otherwise.
Pension Scheme	You will automatically become a member of the Greater Manchester Pension Scheme (unless you opt-out).
DBS Clearance and Safeguarding Checks	Loreto Sixth Form College is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures as outlined in Part 3 of DfE, Keeping children safe in education 2018 (Appendix 1), this includes satisfactory Disclosure and Barring Service Enhanced with barred list information check.
Rehabilitation of Offenders Act 1974	<p>The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.</p> <p>You are not required to provide details of criminal convictions at application stage. However, if shortlisted for interview you will be asked to supply further information, which will include spent convictions.</p>