**Endeavour Academy Bexley**

**Job Description**

**Post: Exams Office/ Administrator**

**Responsible to: Head Teacher**

**Line Manager: Office Manager**

**Actual Hours: 8.00 - 16.00**

 **39 weeks +1 - Term Time Only**

**Salary: H19 - £26,932**

**Main duties and responsibilities:**

* To oversee the efficient running of all exams at Endeavour Academy.
* Undertake all administrative tasks in relation to pupil entry for examinations.
* Work collaboratively on exam arrangements and documentation.
* Receive calls from parents/carers.
* Retrieve answerphone messages.
* Keep accurate and timely records using Arbor.
* Produce documentation and minutes in relation to pupil and staff meetings.
* To oversee the production of pupil reports.
* To oversee the collation of pupil data.
* Provide administrative support to SLT as required
* Undertake all other administrative duties as directed by the Office Manager.
* Produce reports from Arbor as required by SLT and in line with any regular, planned monitoring schedule.
* Be responsible for PSP paperwork, keeping records and liaising with SLT regarding timescales and review.
* Maintaining professional boundaries at all times and observing / upholding the values and ethos of LSEAT whilst contributing to the overall vision of the school.

**Person Specification**

1. Excellent interpersonal skills including telephone and face to face manner.
2. Experience of working in an administrative role within a school setting.
3. Knowledge and experience of Arbor and/or willingness to undertake additional training as required.
4. Experience and confidence in using ICT to support the role.
5. Knowledge and experience of examination administration and relevant paperwork / deadlines.
6. Good organisational skills and ability to work to deadlines.
7. Proactive approach to teamwork.
8. Evidence of understanding of the business needs of the schools.
9. Sound understanding of confidentiality and safeguarding procedures.