

JOB DESCRIPTION



Job Title:	Exams/Accreditation Administration Officer
Responsible to:	Executive Headteacher
Line Manager:	Executive Business Manager
Grade:	G4
Hours:	20 hrs a week (Term Time plus 2 weeks) The role requires a degree of flexibility in working hours to meet the needs of the business. Especially during exams/results periods.
Conditions of Employment:	The appointment is subject to references, enhanced DBS and medical clearance
Job Purpose:	To be responsible for managing the efficient and effective administration of all internal and external examinations across the federation. Provide wider administration support when requested from the Executive Business Manager, to the Federation admin teams. The post holder may be required to work across all the Federated Sites.

The Governors and the Executive Headteacher of The Aspire Federation have made every effort to be accurate in this job description, but all applicants must accept the need for, and likelihood of changes in their job role and responsibilities. The Governors and Executive Headteacher will make every attempt to make changes in the spirit of the Job Description where this can be achieved without detriment to the best interests of the learners on roll and the efficient management of the school.

Main Areas of Responsibility:

Procedures and Processes

Examinations

- To administer all matters relating to all internal and external accreditation and examinations, including recruitment and training of external examination invigilators.
- To liaise with Heads of Department, learners/parents regarding examination entries, results and internal verification.
- To liaise with relevant examination boards regarding delivery/collection of examination papers, scripts and stationery.
- To be responsible for good practice in relation to storage, security and distribution of examination papers, scripts and stationery.
- To download base data from examination boards' websites into the appropriate examination software.
- Being present in school on the days when results are notified, downloading and overseeing the distribution of results to candidates.
- To be responsible for checking, packaging all external examination papers and coursework.
- Liaise with examination boards re ordering of syllabuses, sending entries and making amendments to entries.
- Apply for special considerations for candidates with special needs or special requirements.
- To ensure efficient management of physical aspects of the examination including the organisation of rooms and invigilators.
- Oversee the distribution of external examination results and certificates.
- Processing enquiries on results and requests for return of scripts.
- To liaise with the exam boards in the co-ordination of external verification and the internal verifier.

Administration

- To provide clerical and support services under the direction of the Executive Business Manager to support the efficient administration and organisation of the federation.
- Support all other sections (e.g. reception, reprographics, up-dating of records) as required in the provision of a corporate non-teaching support service as required.
- Any other duties commensurate with the grade and responsibilities of the post as directed by the Executive Business Manager/Executive Headteacher.

All Employees have the Responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the Aspire brand style.
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health and safety, confidentiality and data protection, reporting all concerns to the appropriate person, completing all relevant documentation.
- Participate in training and other learning activities as required.
- Participate in the Aspire Federation Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- To represent the Federation at events as appropriate.
- To support and promote the Federation ethos.
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post.
- To undertake any other reasonable duties at the request of the Executive Headteacher.

The post holder may be required to work across the Federated School sites.

Signatures/Authorisation

I/we agree that this job profile is an accurate reflection of the duties, skills and responsibilities of the post.

Signed Executive Headteacher: _____ Date _____

Signed Head of School (Landgate): _____ Date _____

Signed Head of School (Oakfield): _____ Date _____

Signed Executive Business Manager: _____ Date _____

Signed Governors: _____ Date _____

Created: September 2026

PERSON SPECIFICATION

Criteria	Essential	Desirable	Measured by:
Qualifications/ Training	2 x GCSE's in English and Maths Grade C/4 or above or equivalent level of qualification. - NVQ level 3 in administration or accounting or a willingness to work towards.	Willingness to obtain basic first aid certificate.	Application Form Interview Certificates
Experience	- Experience of using computer packages for work processing, spreadsheets, databases and researching information. - Experience of undertaking a range of administration/clerical tasks.	- Experience of exam processes. - Experience of working in a school.	Application Form Interview References Training
Knowledge/ Understanding	- Knowledge of how to operate office equipment for example photocopier. - Knowledge of office procedures.	- Understanding of a range of financial processes. - Knowledge of school related office procedures.	Application Form Interview
Personal Skills, Abilities and Competencies	- Ability to deliver polite, courteous and efficient customer service. - Ability to exchange information with a range of people. - Ability to use initiative to respond to and solve unexpected problems using recognised procedures and policies as a guide. - Organisational skills to provide administrative support to meetings and other events. - Ability to prioritise own tasks and those of other junior members of the		Application Form Interview References

	team and check their work.		
Legal Issues	Legally entitled to work in the UK.		Application Form Interview ID