


Job Description		
Job Title:	Exams Administrator for Additional Support Needs	
Department:	Curriculum Support Service	
Line Manager:	Curriculum Support Manager	
Job Purpose:		
<p>The post-holder is responsible for the administration and planning of assessment arrangements for pupils with additional support needs in all their SQA and prelim exams.</p> <p>The role provides assurance that the administrative processes that underpin the provision of Additional Support for Learning in SQA and prelim exams are completely robust and reliable. In excess of a third of pupils in every examination year group receive such support.</p>		
Main Responsibilities:		
	<p>SQA and Prelim Examination Arrangements</p> <ul style="list-style-type: none">● To effectively manage all administration relating to SQA exams and prelims for ASN pupils.● Work directly with ASL caseload teachers to ensure that the support arrangements in place are accurate and appropriate.● To liaise with and coordinate the support of volunteer readers and scribes for prelims and SQA exams. This involves frequent communication with the external volunteer reader/scribe network to secure their resource. It is essential that all bookings are clear and precise and reminders issued to ensure that they have all the information required to support the pupil appropriately. Strong relationships with this network need to be maintained and their voluntary contributions appropriately acknowledged and valued.● Working to detailed plans to ensure that critical deadlines are met to run all prelims and exams.● To prepare Excel reports containing exam information to be imported into PASS.● Ensuring that data is entered accurately on PASS to produce various reports that will inform the exam planning and resourcing for pupils	55%

	<p>who require assessment arrangements. These reports will be shared with Curriculum Support, Heads of Departments, the Chief Invigilator.</p> <ul style="list-style-type: none"> ● Responsibility to plan and assist in the rooming and logistics of exam arrangements for pupils with ASN for prelim exams and in final SQA exams. ● To check all imported data and make manual accurate adjustments to entries if required. This will require a high level of attention to detail. 	
	<p>Record Management</p> <ul style="list-style-type: none"> ● To receive and process information from ASL Caseload Teachers and class teachers using the School's Management Information System (MIS) - PASS/3SYS. ● To be responsible for the accurate entry of a large amount of data that requires a high level of attention to detail so that the exam dispensations are exact. ● To handle large data, creating reports using the PASS database and Excel formula ● To accurately enter all SQA exam dispensations on SQA database. ● To plan with the Curriculum Support Manager and the Head of ASL, the rooming arrangements for the prelim and SQA exams. 	25%
	<p>Process management:</p> <ul style="list-style-type: none"> ● To establish the appropriate timescale for the submission of information by Academic Departments to Curriculum Support regarding pupils' exam dispensation. ● To manage the process of information gathering from Departments and the transmission of this to the relevant ASL Caseload teacher. ● To provide a high quality of professional administrative support to the Curriculum Support Manager and the Senior School, as required. 	15%
	To carry out any other reasonable requests or tasks as directed by the Curriculum Support Manager or the Head of Senior School.	5%
Key Contacts and Working Relationships:		
<p>The post-holder will have to work in partnership with Curriculum Support and Additional Support for Learning to ensure the efficient planning and organisation of assessment arrangements in prelims and SQA exams. They will work closely with both teaching and support staff, maintaining a professional and flexible attitude.</p> <p>The post- holder communicates organisation arrangements with the volunteer scribe group and liaises with the Head of ASL to ensure all requirements are met.</p>		

Planning and Organising:

The post-holder is expected to plan and manage their own workload, ensuring deadlines are met. A lot of their work will rely on input from a number of departments and this will need to be coordinated carefully to ensure that queries can be managed and resolved to ensure data accuracy. Attention to detail is vital at all stages of exam planning.

An organised approach is required to ensure that tasks are completed in an efficient and effective manner. Flexibility is required to deal with things that may arise unexpectedly.

Problem Solving and Decision Making:

The role requires frequent problem-solving and decision-making when working through the ASN data to take into account the logistics of the exam diet when considering the additional room requirements. Areas to consider will include the pupil dispensation, number of existing arrangements, the rooms in use, type of room, implications for displaced classes and invigilator availability. During the exam diets themselves, there are likely to be some late amendments to plans due to changes in individual pupils' circumstances. This will require further consideration and adjustments to the information recorded in PASS as well amendments to the room plans already produced.

The volume of data and the input from multiple departments must be managed carefully to avoid error.

Knowledge, Skills and Experience:

Essential

- Proven administrative experience and excellent administrative skills including:
 - Accurate and proficient data input skills
 - Intermediate to advanced Excel user
 - Knowledgeable in document formatting
- Excellent verbal communication skills and interpersonal skills
- Excellent organisation and planning skills –effectively prioritises and can manage and adapt to changing workloads and conflicting priorities
- Demonstrates a high degree of accuracy and attention to detail in work
- Works well as part of a team but also demonstrates high levels of initiative and can work confidently on own, unsupervised
- High degree of confidentiality

Desirable

- Previous experience of working in a school environment
- Experience of using Google platforms
- Knowledge of PASS/3SYS, or similar Management Information System (MIS)