



The Athelstan Trust

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CEO: Tim Gilson

MALMESBURY SCHOOL JOB DESCRIPTION

POST: EXAMINATIONS ASSISTANT/STUDENT OFFICE ADMINISTRATION ASSISTANT

REPORT TO: EXAMINATIONS OFFICER/ADMINISTRATION & HR MANAGER

SALARY: £20,903 - £22,183 pro-rated

**HOURS: Fulltime 37 hours per week, 42 weeks to include TD Days + 3 weeks per year,
Permanent**

General Description of Post:

The Postholder is responsible, through the Examinations Officer and the Administration and HR Manager, for the duties shown below, to ensure the smooth running of the school.

NOTE: The Student Support Office should provide a single point of contact to co-ordinate the flow of student information.

This post will be split over two offices on a 3 day/2 day basis dependent on workload

Main duties:

Examinations Assistant

1. Assist with the administration and organisation of internal and external examinations
 - Assist with any requests for review of marking and/or access to script requests following the exam results in August
 - Organise JCQ documents for all Invigilators, Exams' Office
 - Prepare entries for exams (internal entries for staff to check)
 - Manage entries paperwork for all students
 - Assist the Exams' Officer with invigilation for exams and prepare the exam cards ready for exams
2. Allocate exam numbers and UCI's to all students in Sims
3. Verification requests for references
4. Manage the Invigilators (Rota, timesheets)
5. Organise presentation evening (manage awards/date/Invitees/certificates)
6. Assist exams' officer with NEA marks entries, check and ensure work is sent when

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requested by moderators

7. Assist with PP admin (when required)
8. Be available for exam results days (4 days)
9. Manage the Warden and Freeman award process

Main Duties:

Student Office Administration

1. Entering new intake Yr6 Data Forms onto Sims system
2. Administration of Year 12 advocacy
3. Administration of Student Voice
4. Administration and allocation of locker keys
 - Maintain and update spreadsheet
 - Liaise with the finance assistant regarding refunds and allocation of new lockers
 - Oversee locker maintenance
5. Assist with Attendance
 - Assist with student attendance and follow up where necessary
 - Liaise with the attendance officer, produce attendance letters to support PAM's, SAM's, and EWO meetings
 - Contact parents re absence by phone call and medical issues as required
 - Oversight of the absence line responses on Iris (PSConnect)
 - Input registers for sports fixtures/trips/general absence
 - Input of manual registers (i.e., supply teachers)
6. General Administration as required
7. First Aider – Attend to any student medical issues

Other Duties:

The postholder may be required to undertake training and perform duties other than those given in the job description. The duties and responsibilities attached to posts may vary from time to time. Such variations are a common occurrence and would not justify the re-evaluation of a post. Where a permanent and substantial change in the duties and responsibilities occurs, then the post would be eligible for re-evaluation.



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All staff have a responsibility for their own health and safety and for that of others who may be affected by their acts or omissions. Staff are required to adhere to all health and safety regulations, guidance and procedures at all times.

Malmesbury School Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS clearance is required for all staff.

Note: Student Support staff work as a team and the roles and duties carried out by members of the team should be regarded as interchangeable.

Trust:

There is an expectation of collaboration and resource sharing with other colleagues across the Trust

Month Year