

Job Description

Post:	Exam Access Arrangement (EAA)/ Examinations Administrator
Salary Grade:	Band 7, Points £23,817- £26,183
Responsible to:	Head of Learning Support & Head of Exams
Responsible for:	To complete key administrative duties in association with Exam Access Arrangements.

Key Purpose

To provide comprehensive administrative support to the liaison between the Learning Support Team and Exams Team, thus enabling them to provide high quality and effective support to learners.

To ensure a clear auditable process is in place to ensure learners receive effective and timely support and records are auditable in line with Awarding Bodies and JCQ guidelines.

To assist the Head of Learning Support and Head of Exams in monitoring learner data and staff deployment, ensuring that the department's resources are deployed effectively to ensure that additional learning support targets are met for examinations.

Responsibilities:

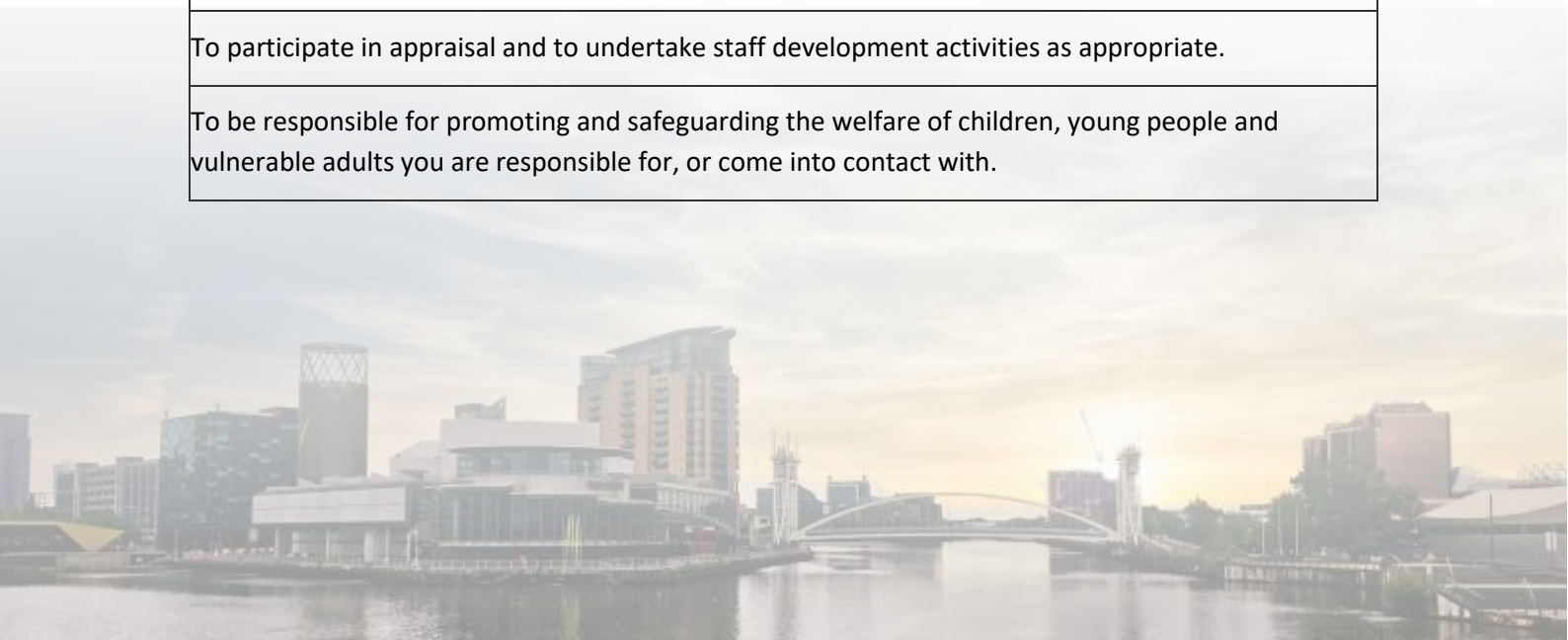
Participate in key College processes as required e.g., enrolment.

To act at all times in accordance with College policies e.g. Health and Safety, Equality & Diversity, Inclusion, Quality Assurance and the College Charter.

To work flexibly in the interests of the organisation as required.

To participate in appraisal and to undertake staff development activities as appropriate.

To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with.



Duties & Responsibilities

A	To maintain accurate database/spreadsheet record regarding Exam Access Arrangement (EAA) referrals and evidence and SpLD Assessments.
B	To gather and process highly confidential learner information. To pass students referrals to the SPLD Team so EAA/SpLD assessments can take place.
C	To support the Exams Team to process EAA applications, to ensure the quality of the assessments meet GDPR and JCQ guidelines.
D	To monitor staff deployment data at each site to ensure that EAA/SpLD Assessments are distributed appropriately. Support the Head of Learning Support by providing accurate data ensuring EAA targets can be met.
F	To act as the main administration point of contact to all members of the SPLD Team and Exams Team regarding EAA/SpLD assessments.
G	To act as the first point of contact for all EAA enquiries either face to face or over the phone, providing information and guidance and referring enquiries to other team members where appropriate.
H	To monitor EAA costs accumulated against each learner and provide reports of costs to the Head of Learning Support.
I	To participate in the design and implement accurate systems to record and track support e.g, Access Arrangements, Assistive Technology allocation and further SpLD Assessments.
J	To liaise directly with the Learning Support staff and where applicable other teams such as Pastoral, Exams, Curriculum etc. to ensure that learners get the best quality of support possible.
K	To take key responsibility for a specified area of administrative support relating to the EAA and Exams Teams. This may differ during different periods of academic year e.g.

	Access Arrangements for exams/tests (including exams planning), Funding, producing and uploading documents / proformas, dealing with information from schools/outside agencies.
L	To use data systems to identify learners who have disclosed additional needs and contact them to discuss possible assessments for EAAs. Process EAA requests and upload confirmation to inform staff.
M	To review new student applications and liaise with the schools and transitions to gather previous EAA documentation.
N	To participate in the design and produce documentation for e.g. one to one support/Dyslexia support packs and other templates. Place orders, receive and record deliveries, monitor stock levels and liaise directly with Head of Department to resolve queries.
O	To produce leaflets, guidelines, newsletter notices etc, regarding EAAs. Ensuring students, parents/carers and teachers are familiar with the EAA process and deadlines.
P	To meet with other administrators, the Head of Learning Support/Deputy Head of Learning Support and Co-ordinators, SPLD Team and Exams Team to discuss/review systems and paperwork, quality issues, staff logged hours.
Q	To carry out any other duties commensurate to the post as required by your Line Manager / Senior Manager

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Safeguarding, Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign the job description:

Date:

Name of the post holder:



Person Specification

	Essential			Desirable		
Qualification	1	Level 3 qualification in a relevant area (or willingness to achieve this within two years of appointment)	Application / Certificate	A	Supervisory qualification	Application / Certificate
	2	Literacy Level 2		B	Additional IT or Administrative qualifications at an appropriate level	
	3	Numeracy Level 2				
	4	IT Level 2				
Professional Development	5	Evidence of ongoing Professional Development	Application / Interview			
Knolwedge	6	Management information systems.	Application / Interview	C	Knowledge/Experience of inspection frameworks in the context of Additional Learning Support	Application / Interview
	7	Admin processes such as data inputting, filing and using templates etc.		D	Knowledge of Exam Access Arrangements and JCQ guidelines.	
Experience	8	Experience of building good working relationships with outside agencies/suppliers etc.	Application / Interview	E	Other IT experience e.g. Desk top publishing	Application / Interview
	9	Experience of working with confidential client or learner information		F	Familiarisation with services for learners provided in a FE College e.g. Dyslexia Assessment and support and their importance	

	10	Experience of working with Microsoft Office Applications particularly spreadsheets and databases		G	Experience of working to tight deadlines	
	11	Experience of implementing quality control systems to ensure data is accurately processed/ recorded/ filed		H	Experience of the issues facing young people or adults with barriers to their learning	
Skills / Qualities	12	Advanced skill level in working with Microsoft Office Applications particularly spreadsheets and databases	Application / Interview	I	Ability to review systems and procedures with a view to making processes more efficient	Application / Interview
	13	Accurate data inputting skills and ability to identify and correct errors		J	A positive, pro-active approach to solving problems and ability to deal with complex situations calmly and methodically	
	14	Ability to work under pressure whilst maintaining accuracy and meeting deadlines.				
	15	Good negotiating skills, diplomacy and teamwork skills in liaising with teaching/support staff				
	16	Ability to co-ordinate and motivate staff				



	17	Excellent organisational, administrative and prioritisation skills				
	18	Excellent interpersonal skills				
	19	Ability to build good relationships with students, staff and suppliers				
	20	Ability to keep calm in difficult situations				
	21	High level communication skills: oral, written and IT				
	22	Flexible approach to work				
	23	Ability to work on own initiative				
Other	24	Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults	Application / Interview			
	2	Commitment to College policies i.e., Health & Safety, Equality, Diversity & Inclusion	Application / Interview			
	26	DBS Check acceptable to the college will be undertaken for successful applicant	Application / Appointment			

