

THE BULWELL ACADEMY JOB DESCRIPTION



Post Title:	Exams & Student Admissions Officer
Responsible to:	Information and Curriculum Manager
Hours:	37 Hours / Term time + 2 (41 weeks)
	Some flexibility in hours may be required

As an employee of The Bulwell Academy you will be expected to share our commitment to safeguarding and promoting the welfare of children and young people

Core Purpose

To provide the Academy with efficient and effective administrative support for Academy examinations and an effective Admissions Service.

Exams Officer: Key Responsibilities

- Management of all internal & external examinations within the school, including all mocks, ensuring that they comply with regulations issued by the exam boards and Academy policies and that the examination process is secure
- Oversee the setup and administration of the vocational qualifications e.g. BTEC OCR Nationals
- Collection & processing of data and submitting returns to the various official bodies
- Organise the input of entry data on SIMS, download of examination entries and upload of examination results via the Internet and distribution of associated paperwork received from exam boards
- Produce printouts and summaries of examination results as required
- Ensure that sufficient invigilators are available for all examination sessions
- Ensure all invigilators receive a detailed induction regarding policies, procedures and practices.
- Ensure all examination venues including computer rooms or other venues used for online exams are checked in advance of the exam and where necessary liaise with ICT to rectify any issues.

THE BULWELL ACADEMY

JOB DESCRIPTION



- Ensure that all examination papers are securely held prior to the examination date, and are properly and securely despatched after completion of the exam
- In conjunction with the Principal or other relevant senior staff, ensure that the correct papers are issued to students at the start of the exam
- Liaising with Inspectors on their visits to the school and dealing with any issues that might arise relating to the day to day running of exams
- Ensure that any special requirements of students are properly communicated to relevant parties and are met as necessary during an exam
- Ensure that adequate provision is made for the following during an exam
 - Students receive all necessary instructions prior to commencement
 - Attendance is checked
 - Details are recorded of late arrivals / early leavers etc
 - Escorting students from the exam venue if necessary e.g. toilet break
 - Orderly arrival & departure from the venue
- Uploading base data and making exam entries in conjunction with Heads of Department, by the specified entry deadline, ensuring all have been agreed and signed off by the principal
- Ensure examination timetables are published for staff, students & parents
- Ensure examination timetables are uploaded to the school's website and shared across the school's social media
- Produce seating plans and room allocations for each exam
- Ensure all relevant stationery & equipment is available throughout the examination period
- Downloading results and issuing results to candidates including distribution of certificates
- Production of reports and statistics as requested by the Principal or other members of the SLT/ Trust

Admissions: Key Responsibilities

General

- To work to the guidelines and requirements set out in the Academy's Admissions Policy.

THE BULWELL ACADEMY

JOB DESCRIPTION



- Under the direction of the Principal, ensure the Admissions Policy is appropriate and updated and reflects the Governing body requirements.
- To manage and co-ordinate administrative support for all aspects of the school admissions process, including dealing with enquiries from members of the public, schools and other agencies by telephone, in person and in writing. Providing information and advice to applicants from first enquiry through to enrolment, and maintaining appropriate records of applications, interviews, offers and paperwork received both manually and electronically as appropriate.

Specific duties

- Receive application forms ensuring that all fields are completed, and return to parents if necessary. Provide practical advice and assistance with the completion of application forms and enrolment documentation, as required, to meet individual applicants' needs.
- Ensure applicants' eligibility (including checks on the validity of documentation).
- Organise Admission Panel meeting venue, dates and times, set appointments in Principal and Vice Principal diaries and ensure all information needed for Panel is available, including accurate student data.
- Receive the In-Year Admissions form from the student testing office and ensure that all information is supplied to key staff outlined in the form.
- Write to parents with decision of the Panel, and where an offer of a place is made, send out 'new starter' pack, ensuring that parents understand their responsibilities to complete the necessary paperwork and return to the Academy.
- Enter student in SIMS and update 'new starter' pack paperwork/documents as and when required.
- Ensure that student has a timetable and a buddy in place, and cascade information about start date etc. to all staff at least 24 hours before commencement date.
- Meet student, parent/carer in reception on the first official morning, and take receipt and action all relevant paperwork, i.e., data sheet, home/school agreement, behaviour 123 etc., requesting this to be done if not presented. Chase up if necessary.
- Update SIMS with all student information, requesting paper file and CTF from previous school, and chase up until these are both received.
- When actioned, and all paperwork is in order, pass to the Administration Manager for a pupil file to be created.

THE BULWELL ACADEMY

JOB DESCRIPTION



- Maintain student waiting list, ensuring accuracy, informing parents of their position on the waiting list when necessary.
- Manage the Appeals process, preparing all paperwork for formal appeals with Nottingham City Council's School Admissions Service.

New Intake

- Rank applications when received, re-ranking when requested by the Local Authority
- Deal with all enquiries with regard to New Intake students
- Administration and maintenance of Admissions Portal, liaising with local authority when necessary.
- Produce up to date student lists, sending to staff as and when requested and keeping all interested parties updated with new intake details.
- Receipt and documentation of CPTFs, and forwarding to staff where appropriate.
- Receipt and documentation of CTFs, ensuring all are received from primary school and entered onto SIMS in a timely manner.

The post holder will also be expected to undertake any other tasks as reasonably required by the Principal, Senior Leadership team or Governors to ensure the efficient and effective operation of the Academy.

This is a description of the job as it exists at present; All Academy Job Descriptions are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.