

## RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

### JOB DESCRIPTION

<b>Group:</b>	EDUCATION AND INCLUSION SERVICES
<b>Section:</b>	Inclusion Service
<b>Sub Section:</b>	Ty Gwyn PRU
<b>Post Title:</b>	Admin / Exam Officer
<b>Vision Post Number:</b>	
<b>Grade:</b>	Grade 7
<b>Responsible to:</b>	Head of Centre, PRU
<b>Location:</b>	Ty Gwyn PRU, Aberdare
<b>Posts Reporting to this Post:</b>	None
<b>DBS Required Level:</b>	Enhanced
<b>Terms and Conditions:</b>	37 hours

### **KEY OBJECTIVES**

Under the guidance of senior staff be responsible for undertaking administrative, financial, organisational processes within the school. Assist the senior management team with the planning and development of support services liaising with examination and accreditation bodies and submitting student entries. To deal with parents, carers and general public queries in a polite, efficient and professional manner in accordance with the ethos of the centre.

### **SPECIFIC RESPONSIBILITIES**

1. Support the Head of Centre in setting up and maintaining administrative procedures/systems, reception and post to ensure the efficient running of the Centre including managing manual and computerized record/information retrieval systems.
2. Take a lead role in the development and maintenance of record/information systems including Vison, SIMS, PLASC.
3. Provide detailed analysis and evaluation of data/ and produce detailed reports/information as required.
4. Provide organisational and advisory admin support to other staff - manage all administrative procedures.
5. Supervise, train and develop staff as appropriate. This can be deleted as its not applicable.
6. Contribute to the planning, development and organisation of support service systems and procedures.
7. Assist senior management team with the planning, monitoring and evaluation of budget and the subsequent expenditure.

8. Undertake advanced financial administration procedures e.g. prepare financial data, statistics and income for banking, including Centre Fund, charity collections, and petty cash, as requested by Head of Centre.
9. To provide high quality administrative support for Ty Gwyn PRU, including the sending of emails, typing, word-processing, preparing and copying of letters, minutes, agendas, policy documents, reports, PowerPoint presentations and other documents required in connection with the Centre's needs.
10. Provide administrative and organisational support to other staff including with exam entries, results and accreditation.
11. Undertake research and obtain information to inform decisions.
12. Complete and submit complex forms, returns etc., including those to outside agencies e.g. being responsible for all statutory data returns such as collection returns, PLASC, roll figures, absence returns and ensure statutory forms completed and returned by deadline including exam and accreditation entries.
13. The maintenance of filing systems, including pupils, staff and general files. Manage pupil data by ensuring that all required pupil data is up to date and accurate i.e. FSM figures, ethnicity codes, SEN status, pupil results and issue UPNs.
14. The reception of parents/carers or other visitors to the centre, the reception of telephone enquiries and the giving of information and guidance to parents/carers and other parties such as schools.
15. Organise school trips/events, etc.
16. Input, update, analyse and evaluate data/information and produce reports/information/data as required, including monitoring attendance and updating attendance record on SIMS.
17. Undertake the administration of the payroll system, i.e Vision.
18. Maintaining and reviewing CRB records, issuing appropriate documentation and monitoring returns.
19. To manage the compilation and maintenance of the school equipment inventory and undertake audits as required.
20. Provide advice and guidance on queries to staff, pupils and others in a polite, courteous and professional manner.

21. Assist senior management team with procurement and sponsorship for the school.
  22. Ensure effective sharing of information between educational establishments, e.g. transfer of common transfer files.
  23. To provide a clerking service to the PRU's Management Committee Body and work with the Chair of Committee on the content of the agenda and the supporting papers for each meeting of the committee. This can be deleted as meetings are clerked by Governor Services.
  24. Prepare and send out the papers to the committee members five working days before the meeting or as required by SLT. This is also not applicable.
  25. Attend Management Committee Sub- committee meetings and to take accurate notes from which to prepare the minute and distribute the draft minutes to the management committee after they have been checked by the Chair of Committee. (amend as highlighted)
23. Be proactive in own personal development, i.e attend relevant training courses.
  24. Administer teacher cover by checking teacher absences on each school day and organise supply cover as appropriate and keep records of supply and cost.
  25. To contribute to and support the overall culture, ethos, work and aims of the Centre.
  26. To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the Centre and Local Authority.
  27. The post holder will maintain confidentiality and observe data protection guidelines.
  28. To attend meetings as when the need arises.
  29. In all contacts the postholder will be required to present a good image of the Centre as well as maintaining constructive relationships with all staff, pupils and external stakeholders.
  30. To be responsible for all aspects of the conduct and processes of public examinations on behalf of the examining boards served, internal examinations and assessments:
    - To enable Ty Gwyn Education Centre to comply with all the necessary regulations to ensure that candidates receive appropriate accreditation for their achievements.

- To have a detailed working knowledge of the appropriate examination details.
- To develop systems within the School to manage the essential collection of data to ensure that all board deadlines for administrative purposes are met.
- To be aware of all the components that are to be examined, making suitable arrangements for rooming, seating, notices and invigilation.
- To disseminate curriculum materials and memoranda from examination boards to colleagues as and when necessary
- To maintain year-on-year examination results, keeping cumulative records which can be used to monitor departmental progress and assist in the target setting process;
- To liaise with the ALNCo to ensure that appropriate support is in place regarding special consideration and that guidelines for access arrangements are followed within the required timescales.
- To download results and collate for student collection, staff information and Headteacher/ Deputy Headteacher analysis
- To coordinate internal assessment arrangements (such as National Tests, Mock exams, End of Year Exams, Coursework sessions, work experience – linked to qualifications etc) as required.
- To organise (agency where required), train and supervise Exam Invigilators for both internal and external examination series during the school year

Notes:

This post is subject to a criminal record check under the arrangements established by the Disclosure and Barring Service.

To carry out health and safety responsibilities in accordance with the Division's Health and Safety Responsibilities document.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as mutually agreed as a development opportunity.

**This job description will be reviewed periodically and is subject to amendment in the light of operational experience.**

**Protecting Children and Vulnerable Adults is a core responsibility of all staff. All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).**

## PERSON SPECIFICATION

This Person Specification sets out the knowledge and/or qualifications, past experience and personal competencies that would be ideal for this particular post

The Knowledge/Qualifications and Experience sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The Competencies section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The Special Conditions and Professional Requirements section describes any other qualities appropriate to the particular circumstances associated with this role.

	<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>1.</b>	<b>KNOWLEDGE/ EDUCATION</b>	<p>Training - NVQ 3 or equivalent qualification or experience in relevant discipline</p> <p>Very good numeracy/literacy skills</p> <p>Knowledge and understanding school roles and responsibilities and your own position within these</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities</p>	<p>Administrative role in an educational setting</p> <p>Understanding of LA Education environment</p> <p>Knowledge of the legislation and policy surrounding the work of Access and Inclusion</p> <p><b>Welsh Language Level 1</b> - All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to the Welsh Language Skills Guidance online <a href="http://www.rctcbc.gov.uk/WelshSkills">www.rctcbc.gov.uk/WelshSkills</a></p>
<b>2.</b>	<b>EXPERIENCE</b>	<p>Experience of development, management and operation of administrative systems eg SIMs</p> <p>Experience of collation, analysis and maintenance of accurate and wide ranging data</p> <p>Previous experience of office administration, providing personal assistance and clerical support</p>	<p>Familiarity with management information and performance management issues for local government</p> <p>Diary management</p> <p>Working in a multi-agency environment</p>

		<p>Meeting planning, preparation of papers, meeting attendance and minute taking</p> <p>Designing and producing documents, reports and letters</p> <p>Data input/retrieval and analysis</p> <p>Previous experience of working with ICT packages</p> <p>Working with confidential information</p>	
<b>3.</b>	<b>COMPETENCIES</b>		
	<b>Working with Team Members</b>	<ul style="list-style-type: none"> <li>• Is open about difficulties and asks for support when necessary</li> <li>• Helps and supports other team members</li> <li>• Shares new ideas or effective ways of working with the team</li> </ul>	
	<b>Communicating Effectively</b>	<ul style="list-style-type: none"> <li>• Sets out written communication clearly, accurately and in a well-structured way</li> <li>• Communicates clearly and concisely</li> <li>• Passes on correct information to the right person</li> </ul>	
	<b>Achieving Results</b>	<ul style="list-style-type: none"> <li>• Is flexible, can switch tasks/roles/priorities to accommodate changes or new information</li> <li>• Plans and prioritises in advance to meet deadlines</li> <li>• Consistently delivers high quality outcomes</li> </ul>	
	<b>Personal Effectiveness</b>	<ul style="list-style-type: none"> <li>• Has strong computer skills and effectively uses current computer systems</li> <li>• Is highly dependable and trustworthy</li> <li>• Has an action-focused attitude to new challenges and change</li> </ul>	
	<b>Focusing on Service Users</b>	<ul style="list-style-type: none"> <li>• Has a positive attitude towards helping people and is willing to go the extra mile</li> <li>• Ensures customers' needs are met by responding to them efficiently and effectively</li> </ul>	
<b>4.</b>	<b>SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS</b>		

<b>5.</b>	<b>OTHER REQUIREMENTS</b>	<p>This post is exempt from the Rehabilitation of Offenders Act (1974) and a comprehensive screening process will be undertaken on all applicants. This will include an enhanced check with the Disclosure and Barring Service (DBS)</p> <p>Understand and demonstrate a willingness to promote positively the equal opportunities policy of the Council</p>
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