

## **Job Description for Examinations Officer and MIS Administrator**

### **The Ladies' College**

The Ladies' College was founded in 1872. It operates as a direct grant school within the Bailiwick of Guernsey and the Principal is a member of the Girls' School Association (GSA). There are approximately 550 pupils between the ages of 2 ½+ and 18. The Junior School, The Ladies' College, Melrose, (140 pupils) occupies a separate building with its own staff and includes our Pre-Preparatory Department. The Ladies' College, Senior School and Sixth Form (400 students) occupies purpose-built premises opened in 1964 and has recently been both refurbished and extended. "The Wessex Wing", which includes dedicated teaching spaces for Mathematics, English, Music, and a modern Library and Refectory was opened in September 2016.

In our Pre-Preparatory Department our girls follow the early years curriculum in small groups, the maximum at any one time being 28. In Melrose we are a one form entry school, with a maximum of 20 girls in the Preparatory Department and 24 in the Junior Department. In the Senior School we have a three-form entry at 11+ and most classes comprise 18 to 24 girls. Our students take ten (I)GCSEs, on average, and the vast majority proceed on to the Sixth Form. The College operates a Sixth Form (100 students) partnership with Elizabeth College (HMC boys' direct grant school).

In our last ISI Inspection, the College was judged as excellent in all categories, most notably: in the quality of the students' achievement and their learning, attitudes and skills; their spiritual, moral, social and cultural development; curricular, co-curricular and community links and arrangements for welfare, health and safety.

We believe that a young person will achieve their best if they are happy and inspired to do well by experienced and enthusiastic adults who care about them as individuals. We care as much about a student's well-being and happiness as we do about their academic progress.

### **Examinations Office**

#### **Role and Responsibilities**

**To administer all aspects of the public examination process in College.**

1. Ensure that the College abides by the various regulations in regard to the conduct of examinations, as a representative of the Head of Centre (Principal).
2. Establish methods of working to ensure that all aspects of examination entries are made accurately and on time for all public examinations, liaising with Heads of Department as required.

3. Liaise with the Examinations Officer of EC in respect of entries for subjects split between the Colleges and arrangements for candidates with exam clashes and exam costs.
4. Keep accurate records of examination entries at (I)GCSE and A-level to enable the charging for examination for re-sits and to EC.
5. Prior to examinations, produce arrangements that detail the time and date of the examination, the arrangements for any extra time candidates, the arrangements to accommodate clashes, the start and end time of each session and the number of staff required.
6. Liaise with the Operations Assistant in the planning of the invigilation timetable each examination session.
7. Assist with the appointment of (the equivalent of) one Chief invigilator for each external examination season. Induct, support and monitor this role throughout the examination season.
8. Advise staff, students and parents concerning applications for remarks, make requests and monitor outcomes.
9. Register students for the BMAT, LNAT, HAT and other university entrance examinations and liaise with the UCAS Co-ordinator / Head of Careers on such matters.
10. Liaise with the College Head of Learning Support (SENCO) in respect of their work on examination access arrangements and applications for special consideration.
11. Make estimated entries and other returns to examination boards as they request. This may include creating access for teaching staff to secure websites to enable staff to access entry and results analysis information.
12. Gather and forward estimated grades.
13. Monitor of controlled assessment arrangements.
14. Advise students, colleagues (and parents) about the practical arrangements and requirements prior to each examination season, following JCQ guidelines.
15. Ensure the security and storage of papers in conjunction with the Registrar.
16. Prepare the examination spaces including signage, provision of additional paper/answer booklets/allowed or required materials, checking of desk spacing, clocks, word processors and arrange for the production of exam papers on coloured paper for students with appropriate access requirements.
17. Supervise the entry of students into the examinations rooms including checking of pencil cases, water bottles, confiscation of phones and other web enabled devices and the seating arrangements for candidates.
18. Check that registers are correctly taken, papers collected, packaged and given to the office for posting and that a record of posting is retained and that students are quarantined and/or transported/accompanied to EC as necessary.
19. Be available for emergency invigilation.
20. Manage and record the dispatch of papers including controlled assessment and electronic materials.
21. Download results on the morning they are available and share the output with Director of Studies.

22. Share appropriate results with Elizabeth College and process incoming data from them for The Ladies' College students who have been entered there.
23. Be available on Results' Day to support any examination queries and to follow up urgent remark requests between this date and the start of term.
24. Update results database.
25. Generate results' files and submit to CEM, in conjunction with the Director of Studies.
26. Advise the Principal on all matters relating to the public examinations.

### **To administer the following aspects of the mock examinations**

1. Ensure that the College abides by the various regulations in regard to the conduct of public examinations in the mock
2. Liaise with Heads of Department to ensure that papers and resources are available in advance of the examinations for all students in all locations.
3. Liaise with the Operations Assistant in the planning of the mock invigilation timetable.
4. Liaise with the College Head of Learning Support (SENCO) in respect of their work on examination access arrangements and planning of rooms and invigilation.
5. Advise students, colleagues (and parents) about the practical arrangements and requirements prior to each examination season, following JCQ guidelines.
6. Prepare the examination spaces including signage, provision of additional paper/answer booklets/allowed or required materials, checking of desk spacing, clocks, word processors and arrange for the production of exam papers on coloured paper for students with appropriate access requirements.

### **Management Information Systems (MIS) Administrator**

1. Manage user access to the MIS, create accounts and define roles, issue user logon details to colleagues.
2. Manage the production, completion, mail merge and distribution of reports, interim reviews and other documents and provide these to parents and other colleagues.
3. Make set changes, form and option changes, import the timetable and allocate students to classes.
4. Manage and develop the database for assessments and reporting purposes.
5. Upload student and staff data to document stores e.g. assessments, reviews and reports.
6. Manage the production and completion of normalised scores, and provide these and other data to colleagues.
7. Manage the downloading of exam results and import into the MIS and produce various result reports as required.
8. Input, export and process other datasets such as Elizabeth College details, results, statistics and other reports as required.

9. Ensure that Data Protection policies are followed in relation to access of data and sharing of data with third parties.

### **Hours**

08.00-16.00 Monday – Thursday

08.00-15:30 Friday

Term-time only, plus 3 x INSET days (one per term), plus 10 working days (to be taken from the day preceding the publication of A-level results, until the start of the Michaelmas term.

This equates to 34.5 hours/week, with a daily 1-hour lunch (unpaid), to be worked 38.6 weeks/annum.

### **Line Management**

Reports to the Director of Studies.

### **Remuneration**

The remuneration for this post will be on the States of Guernsey ‘School Administration Assistant’ scale SAA2 (Point 2-4); which equates to £14.5491/hour through to a maximum of £15.8745/hour at the time of writing. The level of remuneration will be commensurate with experience.

All colleagues employed on permanent contracts are automatically enrolled in the States of Guernsey Public Servants’ Pension scheme, a contributory defined benefit pension scheme on a Career Average Revalued Earnings (CARE) basis. The current employer contribution rate is 14.1% of salary at the time of writing. The current employee contribution rate is 7.5% of salary at the time of writing.

All colleagues employed on permanent contracts are eligible for a one third fee reduction (pro-rated for part-time staff) for one daughter based in either the Senior School or Melrose. A further one quarter fee reduction (pro-rated for part-time staff) is available for a second daughter. Details regarding places and entry requirements are available from the Registrar.

### **Living and working in Guernsey**

Residence in Guernsey is controlled by the Committee for Home Affairs who have political responsibility for “The Population Management (Guernsey) Law, 2016”. The College is required to apply for either a Medium-Term Employment Permit (MTEP), duration up to 5 years, or a Long-Term Employment Permit (LTEP), duration up to 8 years on behalf of employees who are not locally qualified residents.

Please note that there is no Employment Permit associated with this role and therefore applicants must have, and be able to provide evidence of, permission to reside and work in Guernsey.

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*The Ladies’ College is committed to safeguarding and promoting the welfare of children and young people and expects all colleagues to share this commitment. Applicants must be willing to undergo child protection screening including an enhanced Disclosure and*

*Barring Service (DBS) check and be able to prioritise the well-being of young people in our care.*

*Once employed, there is a responsibility on an individual to disclose unlawful activity to the Principal, should this situation arise.*