**JOB DESCRIPTION**

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| **MIS/EXAMS ADMINISTRATOR** |

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| **Accountable to:**  MIS & Exams Officers |
| Salary: Sixth Form College’s Pay Spine point 7-11 Actual salary £19,828 - £21,820  |

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| **Job Purpose:** To assist the MIS and Exams Officers, in providing information for staff, governors and students on matters related to courses, student programmes, attendance and records.  To assist the MIS and Exams Officers, in providing all processes connected with the Colleges external examination function.  |
| **The main duties and responsibilities attached to the post will be to assist with:** **Management Information Systems (MIS)** * Maintaining student records in electronic and paper format
* Setting up programmes, courses and classes
* Producing reports required by governors, staff, students and external agencies
* Carrying out data integrity checks
* Attendance recording and monitoring processes

**Examinations** * Processing and recording examination registrations and entries
* Recording examination stationery
* Preparing stationery and examination papers for examination room
* Investigation of absent examination candidates
* Recording and posting completed examination papers
* Dealing with routine enquiries from external examination boards, staff and students
* The preparation for, processing and distribution of examination results
* Liaison with external exam invigilators

**Generic duties for all College Staff** * To support the College’s mission, values and strategic objectives
* To support the College’s policies on diversity and inclusion
* To ensure awareness and compliance with the College’s Health & Safety Policies and practices
* As a member of staff working in a College setting, to have a duty to help keep young people safe and protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and wellbeing of students.
* Maintain confidentiality regarding sensitive or personal information in line with the College policy.
* Work within College policies to promote the college positively.
* Promote high expectations of students in and outside the classroom.
* To embrace the College’s commitment to people development by taking part in continuing professional development activities
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**PERSON SPECIFICATION**

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| **Knowledge and Skills*** Good computer and MS office suite literacy
* Good communication skills
* Able to prioritise and take a methodical approach
* Good attention to detail
* Being able to work as part of a fast-paced team and support team members
* Enthusiastic with a proactive problem solver
* Creative and a fast learner, able to work flexibly across the two roles
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*This job description is not necessarily a comprehensive definition of the post. The post holder may be required to undertake any other duties, as directed by the Principal or which may reasonably be regarded as within the nature of the post, after consultation with the post holder*