



FINHAM PARK
MULTI ACADEMY TRUST

JOB DESCRIPTION

Job Title: Technical Services Team Administrator

Grade: 3, Points 04 to 07

Hours: Permanent, 39 weeks per year, 37 hours per week, plus 5 days

Responsible to: Examinations Manager

Job Purpose:

To provide support to the Technical Services Team (Technical Services Team Lead, Examinations Manager and Data Manager), respond to the needs of the team and support other areas of the school as required.

Description of duties and responsibilities

Any description of duties shown below are examples and is not an exhaustive list.

Technical Services Team Lead

1. Provide support to the Technical Services Lead regarding daily cover arrangements, distribution of lesson covers to Supply Staff and providing assistance during the timetabling process such as tagging of students into classes.

Examinations Manager

1. To support the Examinations Manager in the planning and delivery of internal and external exams. This will include support to ensure exams are appropriately resourced, rooms are booked, invigilators are allocated to exam venues, the correct stationary is in place and exam papers are stored securely.
2. Support the Examinations Manager in processing results on Results Days in August and handling post result queries.
3. Tracking of post result queries and costs, including the necessary liaison with the Finance department.



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Data Manager

1. Provide support and short-term cover for the Data Manager when needed and when available. This will include support to check data is accurate and complete, to contact teachers with queries and ensure errors/omissions are rectified.

General

- The post-holder must carry out his or her duties with full regard to the School's Equal Opportunities Policy, Health and Safety Policy and to ensure that all duties which include the processing of any personal data are undertaken in accordance with the Data Protection Act 1998.
- The post-holder should have knowledge of and compliance with all other relevant school policies and procedures.
- The post-holder will participate in the school's performance management process as it is applied for all staff.
- The post-holder will undertake training as required to fulfil the duties of the post.
- The post-holder will perform any such duties as are within the scope and the spirit of the job purpose, the title of the post, and its grading.

On appointment or review, the post-holder should sign below to indicate acceptance of, and agreement with, this job description

Signed:

Date:

Print Name: