EAA Administration Officer

**Job Description**

*(This is a description of the job as it is as present constituted. It may be necessary, from time to time, to update job descriptions to ensure that they relate to the job as then being performed. Therefore, management reserve the right to make changes to your job description, commensurate with your grade/level in the organisation, after consultation with you).*

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| Post title | **EAA Administration Officer**  |
| Reports to | **Director – Inclusive Learning** |
| Department | **Inclusive Learning** |
| Grade | **16-18** |
| Contract | **Permanent – Term Time Only** |
| Location | **Bede** |

### ROLE PURPOSE

To provide administrative support for Exam Access Arrangements, ensuring accurate data is collected, input and supplied as required. To deliver excellent customer service and to continually improve service delivery.

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| 1. To assist in the establishment of a supportive administrative framework for the assessment, applications and recording of Exam Access arrangements.
2. To provide professional and administrative support to the Specialist Support Lead, Specialist Teacher Assessor and Specialist Support Officers.
3. To deal with a range of administrative tasks related to Exam Access Arrangements.
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### KEY ACCOUNTABILITIES

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| * To provide Professional/Administrative support on a range of exam access arrangement tasks including managing referral information, collecting supporting information; administering/managing appointment schedules, making applications to exam boards and updating college systems.
* To assist in the development and implementation of a work/year schedule relevant to exam access arrangements.
* To oversee and organise EAA referrals.
* To gather further supporting evidence required for referrals, from curriculum staff, learners, parents/carers and previous educational provisions.
* To organise appointments for EAA assessments and communicate to learners, parents/carers and curriculum staff.
* To make applications for general EAA requirements to required exam boards.
* To attend meetings and note taking in relation to exam access arrangements.
* To attend as and when required and appropriate, college events which relate to Inclusive Learning
* To become involved in specific projects as and when required.
* To contribute to a front line general initial enquiry and information service for issues related to exam access arrangements.
* To perform allocated duties and tasks in a positive, helpful and convivial manner in line with College and Inclusive Learning policy and procedures.
* To undertake appropriate continuing professional development and training relevant to Special educational needs and disabilities (SEND) and learning support.
* To maintain a resource and equipment loan system for students with EAA,
* To source equipment suppliers and maintain an information base for EAA resources.
* To invigilate during examinations and to be in attendance during enrolment

 events, if and when requested.  |

### GENERAL

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| * Travel to other locations to attend meetings and meet with the teams when required.
* To work at any of the College sites on a temporary or indefinite basis.
* To undertake such duties as are reasonably allocated, appropriate to the grade of the post.
* To take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.
* To uphold British Values, the college values and responsibilities with regard to equality and diversity.
* To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation
* Undertake such other duties as may be reasonably required.
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| **Person Specification****Post Title: JOB TITLE Post Ref:**  | **ASSESSMENT METHOD** |
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|  Exam Arrangements Admin Officer – Inclusive Learning | **Essential** | **Desirable** |  | **Certificate** | **Application Documents** | **Reference** | **Selection Process** |
| **Qualifications** |  |  |
| Level 2 Literacy and Numeracy | ★ |  |  | ★ | ★ |  |  |
| Level 4 qualification or equivalent (or willingness to work towards) |  | ★ |  | ★ | ★ |  |  |
|  |  |  |  | ★ | ★ |  |  |
|  |  |  |  | ★ | ★ |  |  |
| **Experience** |  |  |  |  |  |  |  |
| General administration background | ★ |  |  |  | ★ | ★ | ★ |
| Ability to work under pressure and meet tight deadlines. | ★ |  |  |  | ★ | ★ | ★ |
| Experience of maintaining comprehensive records | ★ |  |  |  | ★ | ★ | ★ |
| Awareness of customer care, with responsive and proactive approach to meeting the needs of students, parents, colleagues and visitors | ★ |  |  |  | ★ | ★ | ★ |
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| **Skills/ Knowledge/ Aptitude** |  |  |  |  |  |  |  |
| Articulate with excellent organisation skills. | ★ |  |  |  | ★ | ★ | ★ |
| Excellent written and verbal communication skills. | ★ |  |  |  | ★ | ★ | ★ |
| Good IT skills and particularly Word, Outlook and Excel.Pro-solution | ★ |  |  |  | ★ | ★ | ★ |
| Ability to use initiative and problem solve. | ★ |  |  |  | ★ | ★ | ★ |
| Ability to maintain professional confidences and act with discretion. | ★ |  |  |  | ★ | ★ | ★ |
| High level of accuracy. | ★ |  |  |  | ★ | ★ | ★ |
| Ability to prioritise and manage self and others amid conflicting demands and busy work periods. | ★ |  |  |  |  |  |  |
| **Personal Attributes** |  |  |  |  |  |  |  |
| Suitable to work with children and young peopleConfidentiality and discretion | ★★ |  |  | ★Criminal records check via DBS | ★ | ★ | ★ |
| Customer focussed and ability to be proactive | ★ |  |  |  |  |  |  |
| To take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults. | ★ |  |  |  | ★ | ★ | ★ |
| To uphold British Values, the college values and responsibilities with regard to equality and diversity. | ★ |  |  |  | ★ | ★ | ★ |
| To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation. | ★ |  |  |  | ★ | ★ | ★ |