

## **STANMORE COLLEGE**

### **EXAMS CONCESSION ADMINISTRATOR**

(Permanent, 36 hours per week, term time only)

Do you want to provide support and welfare for students who have a disability and/or a learning difficulty?

If so, Stanmore College has a great opportunity for you to join the Learning Support/Inclusion team to assist the Learning Support Manager in this role in which you will be responsible for the administration of Examination Special Arrangements for our students.

You will have a minimum of one year's experience of administration, preferably in a school/college. You will have excellent written and oral communication skills and good IT skills including Excel spreadsheets.

Salary : Band F, points 17 – 20, £23,910 - £25,944 (F/T salary)  
£20,935.60 - £22,716.57 (P/T salary)

Application form and further details of the post available from the Stanmore College website : [www.stanmore.ac.uk](http://www.stanmore.ac.uk) or by telephone on 0208 420 7739.

Closing date for applications is Wednesday, 8<sup>th</sup> December 2021  
Interviews will take place on – Wednesday, 15<sup>th</sup> December 2021

## **STANMORE COLLEGE**

**POST:** **Exams Concession Administrator**  
(Permanent, 36 hours per week, Term Time Only)

**REPORTING TO:** **Learning Support Manager**

### **Job Summary**

1. To work as part of the Learning Support / Inclusion team to administer the records relating to exam concessions and to ensure that exam concessions are put in place for all learners who are entitled to them.

### **Main Activities**

1. Providing administrative support for exam access arrangements, maintaining accurate and up-to-date records of all activity relating to this.
2. Liaising with previous schools to gather documentary evidence of additional needs and exam concessions.
3. Liaising with teachers around evidence regarding normal way of working.
4. Liaising with students regarding their exam concessions
5. Collating information regarding students who may need a formal assessment
6. Collating and maintaining lists of all students, detailing their additional needs and exam concessions
7. Ensuring rooms and equipment are booked for exams where necessary
8. Reporting any problems about arrangements or any incidents to the Learning Support Manager
9. Building relationships with students who have additional needs to help them overcome barriers to learning and supporting them to maximise their learning potential
10. Participating in relevant professional development

### **Departmental duties**

11. Greeting, receiving and signposting students in a positive, polite and friendly manner.
12. Contributing to any other Departmental duties as required eg helping with enrolment and induction, contributing to department rotas regarding taking queries from students on a wide range of issues relating to support/signposting, collating materials, etc.
13. Should the need arise you may be asked to support a learner on an adhoc basis as an LSA
14. Performing administrative and organisational tasks relating to the work of the College, including participation in team meetings.

## **Other**

15. Taking personal responsibility for supporting, promoting and following all College policies in relation to health and safety, safeguarding, equality and diversity and data protection within the scope of the post

The postholder can be required to carry out any other duties consistent with the grade of post, at any site on which Stanmore College may operate.

This job description is current at the date shown below. In consultation with the postholder, it is liable to variation by management within a reasonable timescale to reflect or anticipate changes in or to the job.

Salary : Band F, points 17 – 20, £23,910 - £25,944 (F/T salary)  
£20,935.60 - £22,716.57 (P/T salary)

Application form and further details of the post available from the Stanmore College website : [www.stanmore.ac.uk](http://www.stanmore.ac.uk) or by telephone on 0208 420 7739.

Closing date for applications is Wednesday, 8<sup>th</sup> December 2021  
Interviews will take place on – Wednesday, 15<sup>th</sup> December 2021

**STANMORE COLLEGE****PERSON SPECIFICATION****JOB TITLE: EXAMS CONCESSION ADMINISTRATOR**

<b>Criteria</b>	<b>Possible source of evidence</b>
<b>QUALIFICATIONS:</b>	
Qualified to minimum level 3 (A levels or equivalent) First Aid Certificate or willingness to obtain One of the following qualifications: (desirable) <ul style="list-style-type: none"> <li>• IT Level 2 qualification</li> <li>• A teaching Qualification (minimum PTLLS/</li> <li>• Level 3 Award or Certificate Supporting Teaching and Learning in Schools</li> <li>• Level 3 Diploma in Specialist Support for Teaching and Learning in Schools</li> </ul>	Application form/certification
<b>EXPERIENCE OF:</b>	
Working with secondary or post-16 students	Application form/Supporting statement/ interview
<b>KNOWLEDGE OF:</b>	
Sound equal opportunities practice and how to apply it in the relevant area of work	Supporting statement/ interview
Commitment to maximising the opportunities for students with Special Educational Needs	Supporting statement/ Interview
The requirements of students with Special Educational Needs	Supporting statement/ interview
Knowledge of lifting techniques	Supporting statement/ interview
<b>SKILLS:</b>	
Excellent communication skills, both verbal and written	Application form/ supporting statement/ interview
Good IT skills	Application form/support statement/interview
<b>ABILITY TO:</b>	
Work with and liaise with course tutors, support staff and outside medical/paramedical/specialists  Ability to screen and assess students for exam concessions and complete reports for awarding bodies or other interested bodies	Supporting statement/ interview
Plan and organise effectively	Supporting statement/ interview

<b>PERSONAL QUALITIES:</b>	
Sensitivity to the needs of young people with learning difficulties and/or disabilities	Supporting statement/ interview
Emotional intelligence, self-awareness and confidence	Supporting statement/ interview
Commitment to the ethos of Stanmore College	Interview
Commitment to continuous personal development	Application form/ supporting statement/ interview