



Job Description

MYP Exams Coordinator & KS3/4 Administrative Support

Post Details

Job title: MYP Exams Coordinator & KS3/4 Administrative Support

Salary: Pt 4 (£3,904 Basic - £24,404 FTE)

Hours: On average 7.5 hours per week, this will be flexible outside of the exam periods when the bulk of the hours will be worked, 37 weeks a year including term time and Early August - 277 hours per annum (0.16 of FTE)

Contract type: Part-time

Reporting to: The Deputy Head of Secondary

Location: Culham, Oxfordshire

Europa School UK

Europa School specialises in languages and offers a multilingual, multicultural education, leading ultimately to the International Baccalaureate Diploma Programme (DP). The primary school is bilingual, lower secondary students follow the International Baccalaureate Middle Years Programme (MYP), with students sitting MYP e-Assessments at the end of S5 (year 11). Europa School is an all-through free school of students aged 4 to 19

Job Description

As the MYP Exams Coordinator & KS3/4 Administrative Support, you will work with the Deputy Heads of Secondary to coordinate the MYP e-Assessments process and provide support to the Deputy Head of Secondary.

The hours will vary week to week depending on the time of the year. The successful candidate will have to work onsite during mocks and e-Assessments. The role will mostly fall into term time with some hours being worked in early August when the MYP results are published.

Exams responsibilities:

- Liaising with the SENCO for exam access arrangements
- Arranging all exams including orals
- Registering all students on exam systems



- Creating and organising the exam invigilation timetable for mocks and external exams
- Coordinating with the invigilators, keeping them up to date on any changes
- Coordinating with IT to set up the computers for the exams
- Setting up the exam rooms on a daily basis during exam time, ensuring that all the required equipment is in place including access arrangements
- Training the invigilators
- Oversee the exams
- Oversee the dissemination of results in early August and liaise with parents
- Liaising with the Site team ensuring the setting up for the various exam rooms
- Being aware of examination changes each academic year
- Updating examination-related policies
- Contingency planning
- Dealing with requests and administering post-results services
- Issuing examination certificates

KS3/4 Administrative Support:

Provision of general and confidential Executive PA services to the Deputy Heads of Secondary which may include:

- Dealing with all correspondence to the Deputy Heads of Secondary. Responding to general enquiries.
- Accurately creating and presenting a wide range of reports, documents and correspondence, for the Deputy Heads of Secondary and the members of the leadership group.
- Maintaining the Deputy Heads of Secondary's diary, organising meetings, keeping the Deputy Heads of Secondary on schedule, making travel arrangements, etc.
- Maintaining filing systems for the Deputy Heads of Secondary, ensuring archiving and record-keeping systems are compliant with regulations.
- Producing and handling a range of confidential material, e.g. appraisal documentation, confidential safeguarding matters, confidential staff issues including disciplinary, legal matters.
- To work with the Deputy Heads of Secondary designing and producing high quality presentations and a range of materials for internal school meetings, parent's events, assemblies, governors' meetings, etc.
- To assist the Deputy Heads of Secondary with producing, reviewing and updating a range of school policies and Deputy Heads of Secondary communication.
- Ensure that teachers are reminded of and meet deadlines.
- Circulate, as appropriate, information concerning INSET and subject related meetings.
- To undertake research tasks for the Deputy Heads of Secondary as directed.
- To work closely with the Deputy Heads of Secondary designing and collating central school documents, e.g. Teaching and Learning evaluation, school self-evaluation statement and all supporting evidence, School Development Plan and monitoring reports.



- Organising events and meetings.
- Taking minutes at meetings as directed by the Deputy Heads of Secondary
- To represent the Deputy Heads of Secondary as a welcoming and professional first point of contact, liaise, with tact and diplomacy, with other school staff and others outside the school.
- Dealing with enquiries from parents, staff and other outside agencies.
- To be flexible and work according to the needs of the Deputy Heads of Secondary.

Other:

- Actively promote the safety and welfare of our young people.
- Ensure compliance with data protection rules and procedures.
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy

Person Specification

Criteria	Qualities
Qualifications and experience	<ul style="list-style-type: none"> ● No formal qualifications required
Skills and knowledge	<ul style="list-style-type: none"> ● Excellent organisational and planning skills ● Good interpersonal and communication skills with a range of stakeholders ● Ability to prioritise workload and meet deadlines ● An understanding of multiple IT systems ● Ability to work under pressure
Personal qualities	<ul style="list-style-type: none"> ● A commitment to the bilingual and multicultural ethos of the school ● Ability to think creatively ● Ability to work under pressure and prioritise effectively ● Commitment to maintaining confidentiality at all times ● Commitment to safeguarding and equality

For more information

If you would like further information, please contact: Anna Cole-Morgan (HR Manager)

Email: applications@europaschool.uk

Deadline: See Website



Europa School UK, Thame Lane, Abingdon, OX14 3DZ, UK

Tel: +44 (0)1235 524060

The important small print:

Due to this post having access to children and/or vulnerable adults, successful candidates will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from taking up a post, as all cases are judged individually according to the nature of the role and information provided. The Europa School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Applicants must be eligible to work in the UK.