



# POSITION DESCRIPTION

<b>Role</b>	Testing Room Administrator
<b>Team</b>	Academic Growth
<b>Reports to</b>	Head of Academic Growth
<b>Key Relationships</b>	Head of Academic Growth, Heads of Department, Teachers, Education Assistants

## The Role

The Testing Room Administrator is responsible for facilitating the assessments for students with equitable access adjustments or catch-up sittings due to absence. The Testing Room Administrator ensures that there is a calm, distraction free environment that allows students to perform to the best of their abilities.

## Requirements

- Current Working with Children Check
- Current National Police Clearance
- Previous experience of working in high pressure areas
- Knowledge of specific learning disorders and SCSA accommodations is desirable

## Essential Criteria

- Warmth, patience, and a genuine desire to help students feel supported
- Strong organisational, time management skills with high attention to detail
- A calm, steady approach during busy or unexpected moments
- Clear communication and a team focused mindset
- Reliability and a willingness to follow established processes
- Strong problem-solving abilities
- High quality written and verbal communication skills
- Demonstrated ability to maintain confidentiality and professional boundaries

## Key Responsibilities

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- Work closely with the Head of Academic Growth and teaching staff to ensure students receive individualised accommodations during assessments.
- Follow all school procedures and SCSA guidelines related to the facilitation of assessments.
- Prepare and supervise the testing room each day, ensuring the environment is ready for use, organised, and calm.
- Ensure all assessment materials and equipment are correctly set up and secured.
- Communicate clearly with teachers, Academic Growth staff and students.
- Keep accurate records of assessments and student information.
- Support students in accessing adjustments, ensuring fairness and consistency.
- Maintain confidentiality and handle sensitive information with respect and professionalism.
- Provide administrative support to the Academic Growth team
- Any other duties at the discretion of the School.

*The Principal reserves the right to vary your duties at any time. Such variation of your duties does not constitute a breach of contract nor termination of your employment. As part of the School's recruitment process, the School will contact your referees and/or your previous and current employers to ask specific questions regarding Child Safety. We also reserve the right to conduct social media checks as part of this process.*