



Imperial Society of Teachers of Dancing

Job Profile - Examinations Administrator

Company Summary

The Imperial Society of Teachers of Dancing (ISTD) is a registered educational charity and membership association. Our mission is to educate the public in the art of dancing in all its forms: to promote knowledge of dance; provide up-to-date techniques for members and maintain and improve teaching standards.

With approximately 6,000 members in over 55 countries worldwide, the Society conducts over 120,000 examinations each year. We were recently listed by Ofqual as one of the top 20 largest awarding organisations in England and in the top 5 for delivery of performing arts examinations.

The Society aspires to be a world leader in dance education, setting the benchmark for best practice through our extensive syllabi and teacher training. We are committed to becoming a dynamic, future-focused organisation that promotes the social, cultural, physical and educational benefits of dance for all.

Summary of Role

We are looking for an Examinations Administrator to provide a wide range of professional and efficient administrative services in support of Dance Examinations both online and live.

The job's focus is to support work of team with data entry, specifically in relation to examiner claim forms.

This role will report directly to the Head of UK Examinations.

Key Responsibilities:

In addition to working closely with the Head of UK Examinations to assist with administration as and when required, the Examinations Administrator will also be responsible for the following areas.

- Inputting the examiner timesheets and expenses into the online finance system.
- Ensuring this work is processed in an accurate and timely manner adhering to departmental timelines.

Person Specification

To take up the role of Examinations Administrator, the individual will need to be engaged and motivated in the work and mission of the Society.

The Examinations Administrator must demonstrate:



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- A commitment to fairness and to promoting equality, diversity and inclusion.
- Excellent verbal and written communications skills in English.
- Strong numeracy skills and an understanding of foreign currencies.
- Excellent organisational skills, coupled with the ability to multi-task, prioritise, remain calm under pressure, and see tasks through to completion whilst demonstrating accuracy and strict attention to detail.
- Commitment to a high standard of customer service, with excellent interpersonal skills and confidence in dealing with enquires from internal and external contacts.
- Able to demonstrate time management and prioritisation to ensure daily tasks are completed. Working within tight deadlines and SLA's.
- Experience of working in a busy team, processing financial information.
- Excellent team player, working flexibly and with others to meet the needs of Members, customers and the organisation.
- Sound IT skills with good working knowledge of Microsoft Office, aptitude towards online management systems.
- Attitude of personal responsibility and accountability and a flexible, 'can-do' attitude towards the workplace
- Ability to maintain confidentiality and GDPR data protection legislation requirements.

Advantage

- Educated to degree level or equivalent.
- Experience of working within an examination board, awarding body or dance/arts environment.

Working Hours

This is a part time role, working three days a week (21 hours), from 9am to 5pm, with a one hour lunch break.

Additional Information

This role will initially be based from the office, therefore the Examinations Administrator will need to be able to travel to the office, three days a week.

Remuneration

The annual salary for this position will be a Grade A – Assistants/Receptionists (which ranges from £19,565 to £22,999 per annum), depending on experience.

Additional Benefits



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- You are entitled to 25 days paid holiday each year (plus the 8 public/bank holidays) and 4 days around Christmas and New Year when our office building is closed; 37 paid days in total.
- Employer Pension Contribution matched up to 8%. You will be auto enrolled into the pension scheme after 3 months of employment. Employee contribution must be minimum 4% and is matched by ISTD to a maximum of 8% (although employees can contribute more than 8%).
- Employee Assistance Programme, consisting of 24/7 telephone access to a trained counsellor, financial advisor or a nursing and midwifery council registered nurse. Access to the My Healthy Advantage App with live chat facility, wellbeing videos and articles, mini health checks, 4 week plans for lifestyle changes and a mood tracker.

Training

The Examinations Administrator will be supported in their new role with an initial induction, followed by guidance on ISTD policies and processes to ensure they feel confident, fully informed and equipped to carry out their responsibilities.

Equal Opportunities

The Society values diversity of thought and experience. We welcome applications from anyone regardless of their age, disability, ethnicity, heritage, sexuality, gender and socio-economic background. If you have any access needs or there are any barriers to access please let us know this in your application or if you would like to discuss any of this prior to applying please email:

hr@istd.org

Method of Application

To apply as an Examinations Officer please send a letter of application and CV to hr@istd.org. The letter of application should summarise what you are able to bring to the role and how you meet the person specification. The successful candidates will also be required to provide details for two recent references that can evidence skills and suitability to carry out this role, (whether in an employed or voluntary capacity).