

JOB DESCRIPTION

Post Title:	Schools Admin and Examinations Officer
Location:	The Satellite Provision part of the Bridge Trust
Salary Grade:	NJC Scale 19 - 25
Contract:	Permanent contract, Full time (35 hours per week); TTO plus 2 weeks (47 weeks per year)
Responsible to:	The Headteacher
Responsible for:	Pupils, team members, parents, governors

Purpose of the post

To be responsible for the provision of an effective administration and examination service to ensure the efficient functioning of the School

Main Responsibilities Schools Administrator

- To provide a first point of contact for all visitors and callers to the school, responding to enquiries or referring to the appropriate member(s) of staff
- To maintain an appropriate messaging system for staff and manage the school diary
- To deal with and distribute all incoming post and email enquiries
- To maintain accurate systems for pupil & staff registration & emergency records and ensure records are up to date (to ensure that paper and electronic files are kept up to date)
- To ensure the MIS system (Bromcom) is appropriately followed for class registration and assist Teachers where they may need guidance on taking registration
- To ensure accurate electronic pupil information is kept on Bromcom and report on pupil absence
- To administer payments, receive income, safely store & keep accurate records of daily cash / petty cash / dinner money / pocket money transactions
- To maintain general & children files following good practice guidelines & keeping confidentially in mind at all times
- To input & provide pupil achievement and other pupil data as required
- To provide administrative support to the school's Annual Review process as directed by the Headteacher and Assistant Headteachers
- To undertake administrative and secretarial duties on behalf of the Headteacher and Assistant Headteachers
- To arrange appointments and liaise with staff, parents and other parties on behalf of the Headteacher and Assistant Headteachers
- To undertake training as required in order to fulfil roles & responsibilities
- To manage the ordering of school lunches and inform kitchen staff

- To maintain accurate records (and report these) on free school meals
- To ensure Census data is collected and submitted to Business Support Officer when requested
- To keep payroll notifications up to date and submit to Business Support Officer on a monthly basis
- To add and remove pupils to and from the school roll as appropriate
- Undertake additional projects as and when required incl. development of new business opportunities
- Ensure all MIS systems and the sickness insurance portal are kept up to date with staff sickness and absence records
- Assist the Headteacher with paperwork for Return to Work meetings for staff members who have been off sick
- Ensure the finance system is kept up to date and ensure to have requisitions completed in a timely manner
- Distribute and monitor orders as required
- To be first aid trained and be a named first aider
- To be the School's GDPR champion
- To carry out other duties as may be directed by the Headteacher for the efficient running of the school's administrative systems
- This role will report be line managed by the Headteacher

Examination Officer:

- Liaising with a wide range of internal and external stakeholders, including students, parents, Heads of Departments, Heads of Years, teachers, reception staff, site staff, IT staff and awarding organisations
- Being aware of examination changes each academic year
- Managing invigilators. This includes training new invigilators and updating existing invigilators on rules and regulation changes on an annual basis
- Updating examination-related policies
- Managing the examination entry process, including gathering information from teaching staff to ensure that students' examination entries are made correctly and on time, making amendments/withdrawals etc.
- Managing the examination preparation process. This includes preparing examination timetables for students and staff; creating seating plans for each examination room; briefing candidates, staff and parents; receiving, checking and securely storing confidential examination materials; administering internal assessment etc.
- Supporting the process relating to access arrangements (for example; supporting the SENCo in making applications, rooming, training invigilators, managing emergency access arrangements etc.)
- Managing examination days in accordance with awarding body regulations, including preparing for each exam day, starting an examination, dealing with emergencies, irregularities and malpractice, ending the examination, collecting the examination scripts and packing and dispatching examination scripts
- Contingency planning

- Managing examination results. This includes accessing results electronically/downloading results from awarding body secure sites and preparing for results to be disseminated to each student/candidate
- Dealing with requests and administering post-results services
- Issuing examination certificates

	School Administrator Officer	Examination Officer
Experience	<ul style="list-style-type: none"> • Evidence of the personal and leadership qualities required to set an example to others • Experience and advanced knowledge of Schools MIS system, working knowledge of Bromcom would be advantageous • Evidence of the ability to communicate clearly and concisely both orally and in writing. • High levels of commitment and loyalty towards the School, students, colleagues and workload. • Ensure appropriate levels of confidentiality and discretion. 	<p>Good experience of working with children of relevant age in a learning environment.</p>
Qualifications/Training	<ul style="list-style-type: none"> • A Level qualifications. 	<ul style="list-style-type: none"> • Evidence of qualifications at or equivalent to L2 English and Maths • Attended relevant courses
Knowledge/ Skills	<ul style="list-style-type: none"> • Excellent personal interaction and communication skills, both on the phone and in person • Evidence of good interpersonal skills and the ability to work as member of a team and develop and maintain good relations with all members of the school community. To work co-operatively with the staff of the Local Education Authority and relevant agencies as required. • Excellent organisational and time management skills • Understanding of GDPR processes and procedures. • Evidence of the personal and leadership qualities required to set an example to others • A commitment to providing a responsive and supportive service and a willingness to constantly seek and embrace ways of improving the service. • Evidence of an understanding and commitment to Equal Opportunities both in service delivery and employment, and an 	<ul style="list-style-type: none"> • Can use ICT effectively to support learning • Proven ability to communicate effectively both verbally and in writing. • Working knowledge and experience of implementing a curriculum • Good understanding of child development and learning processes • Good organisational skills including the ability to set and manage priorities • Ability to support colleagues • Ability to relate well to children and adults • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these • Demonstrate a commitment to the protection and safeguarding of children and young people. • Manage and maintain the integrity and confidentiality

	<p>understanding of its effective operation within a school</p> <ul style="list-style-type: none"> • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Competent ICT skills, including a good understanding of ICT systems and the ability to develop them. Advanced knowledge of the Microsoft package to include Word, Excel and Outlook etc. • Ability to maintain accurate records of basic, petty cash payments, school dinner money, pocket money for students. • Understanding of good management practices and the policies and systems to support them. • Highly organised and able to prioritise tasks and follow through to completion whilst able to continue thriving under pressure. • Punctuality, flexibility and excellent attention to details • Ability to work effectively and skilfully within a team as well as individually with minimal supervision together with sound professional judgment on effectively using initiative. 	<ul style="list-style-type: none"> • Understanding of GDPR processes and procedures.
<p>Continuing Professional Development</p>	<ul style="list-style-type: none"> • Willingness to undertake additional training/ staff development as appropriate • Constantly improve own practice/knowledge through self-evaluation and learning from others 	