



Groveside School

School Administrator / Exam Officer

Term Time plus 2 weeks

CANDIDATE INFORMATION PACK



Groveside School is fully committed to safeguarding and promoting the welfare of children and young people.

This position requires an enhanced DBS disclosure and satisfactory references in line with our Safer Recruitment checks.

Outcomes First Groups does not provide sponsorship.

School Administrator

Due to a rising number of pupils within the school, we currently have a full-time school administrator. If you are committed to supporting our school vision, then this could be the position for you.

Job Purpose

- To provide comprehensive administrative support to Groveside School, including acting as main receptionist and dealing with all visitors.
- To fully support the Family Engagement Leader and SLT in the efficient, effective management and administration of pupil attendance systems and processes.
- To provide effective administrative support to the SENCo.
- To take responsibility for the administration, organisation and effective running of the School's examination system.
- To act as site First Aider (with training provided to fulfil the post).

Groveside School offers the opportunity to work:

- In a school that is passionate about achievement for all pupils.
- With fantastic pupils who enjoy a dynamic and engaging curriculum.
- Within a diligent team who have a wealth of expertise and experience.
- With a strong induction programme tailored to your experience and needs.
- Collaboratively within a very supportive environment where professional development is an essential aspect of our daily practice.
- To develop your career.

The ideal candidate will:

- Be a person who thrives in a fun, yet challenging environment.
- Be an exceptional administrator.
- Have a passion for building strong relationships with young people through restorative working.
- Be someone who is resilient and approachable.
- Be a good communicator who is able to inspire and motivate pupils but also who can remain calm under pressure and have a sense of humour.
- Be creative and bring out the best in pupils and families.

If you feel that you have the energy, passion, resilience and drive to be part of making Groveside School outstanding, we would welcome you to visit us and see Groveside School in action. We are sure you will experience our friendly, relaxed atmosphere and get a taste of how rewarding your work will be.

Please contact Zoe Eastwood on 01183 744556 or go to www.grovesideschool.co.uk for more information about the school. **Applications will be considered upon application.**

Job Description

General

- Provide an effective, timely and confidential administration support to staff and managers as required.
- Ensure that relevant records and documents are kept up to date and are stored securely and confidentially at all times.
- Respond timely and with flexibility to urgent or last minute staff/school requirements as a service providing function of the school.
- Support other members of the Administration Team with work that requires extra members of staff to complete the tasks.
- Ensure awareness that the school operates to agreed budgets and contribute to keeping within these budgets as instructed.
- Exercise vigilance in respect of Health and Safety and promptly report all hazards and/or remedy them where appropriate.
- Operate at all times in accordance with Company policies and procedures, with particular reference to Safeguarding, Child Protection, Complaints and Behaviour Policies.
- Participate in training and take responsibility for personal development.
- Participate in team meetings, supervisions and annual reviews in accordance with Company policy and the standards set by the Regulatory Body.
- To carry out any other reasonable and relevant duties as required.

Reception

- Handle incoming calls to the school, taking detailed and accurate messages and relaying them promptly to the appropriate person.
- Welcome visitors in a professional and courteous manner and promptly ensure that the appropriate person is informed of their arrival, arranging refreshments as required.
- Ensure that identification is seen and verified for all visitors to the site.
- Ensure that all post deliveries are forwarded to appropriate staff and that outgoing post is accurately weighed and stamped in readiness for posting at the end of the day.
- Maintain the reception/office area so that it presents a tidy professional image of the school.
- Take receipt of deliveries and distribute accordingly.
- Make arrangements for any young people travelling home.
- Maintain a database of special events for young people – e.g. to mark birthdays, etc. and liaises with staff regarding the organisation of special events.
- Maintain a current database/diary system of all pupils, parents/guardians, LA's, childrens services etc .

SENCO Support

- Manage the administration of the EHCP annual review process including scheduling of annual reviews, gathering of reports from school staff and completion of annual reviews in line with statutory timeframes. Produce and communicate the annual review schedule to all staff.
- Prioritise caseload and produce invitations for annual reviews, prepare annual review paperwork, including amendments to EHCP reports.

- Collate, and send out accurate reports both before and after the annual review meetings in line with statutory timeframes and the SEN Code of Practice.
- Attend more complex review meetings to take minutes and capture actions agreed at the meeting.
- Gather and securely store the collection of confidential and non-confidential reports from external agencies that are required to complete the EHCP review process.
- Archive EHCP review paperwork in line with OFG's information retention policy.

Examinations Officer

- Take responsibility for the administration, organisation and effective running of the School's examination system.
- Notify exams bodies at the appropriate time of year of intent and estimated entries and complete student entries onto exams bodies websites.
- Register candidates, send coursework to moderators, submit claims for certificates, read & understand new procedures & regulations.
- Work with the education staff to supply the exams bodies with exam entries information.
- Supply education staff with key dates and deadlines in the academic year ahead and ensure that the deadlines are adhered to.
- Action or direct all correspondence from examination bodies.
- Ensure that all coursework is sent to moderators.
- Update invigilator training presentation annually to ensure that it complies with updated regulations and deliver training to the education staff on an annual basis.
- Update the invigilators' check lists annually.
- Review the Exams Policy, Internal Appeals Procedure & Evacuation Procedure During Exams in accordance with yearly updated regulations and update and present them to the Headteacher.
- Take responsibility for the exam timetable including creating, notifying parties and booking rooms. Ensure that exam papers are received, kept secure and supplied to invigilators in a timely manner.
- Ensure that exam rooms are prepared in line with regulations requirements.
- Ensure that AQA, Edexcel & WJEC procedures are in place and reviewed regularly.
- Accompany the exam inspector and action any requirements.
- Prepare documents for results day, collect results and contact students/parents/carers to arrange receipt of results and distribute.
- Provide the Headteacher with exam results statistics.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Person Specification

Qualifications:	Essential	Desirable
Good GCSE qualifications in Maths and English or equivalent relevant qualification	✓	
Proven experience of examination administration in a school based environment or willingness to learn	✓	
Experience		
Substantial experience of working in an office environment, managing a team of staff	✓	
Experience of managing multiple priorities	✓	
Experience of project management	✓	
Experience of dealing with children	✓	
Knowledge, Skills and Abilities		
Excellent knowledge of annual review process for EHCPs in line with the SEN Code of Practice and other relevant sections of the code, including relating to tribunal and appeal hearings		✓
Ability to use own initiative to identify issues, problem solve and implement solutions	✓	
Ability to interpret information and devise policy or practice	✓	
Ability to support other staff effectively	✓	
Ability to work quickly and efficiently with minimum supervision but as part of a team	✓	
Ability to persuade, motivate, negotiate and influence	✓	
Ability to work constructively as a team, understanding school roles and responsibilities and the post holder's position within these	✓	
Ability to self-evaluate learning needs and actively seek learning opportunities and CPD	✓	
Ability to work under pressure and to strict statutory deadlines	✓	
An ability to analyse data and evidence of higher level ICT skills - Competent with ICT, including MS Office	✓	
An ability to consult and share decision making with the senior team	✓	
Personal Qualities:		
A flexible approach to work	✓	
A sense of responsibility	✓	
Tact and diplomacy	✓	

Integrity	✓	
The ability to remain calm in stressful situations	✓	
Personal resilience and emotional strength	✓	
A sense of humour	✓	