## School Administrator & Exams Officer

## Job Description and Person Specification

**Job Title:** School Administrator & Exams Officer

**Hours:** 8:30 – 4:30 Monday – Thursday 8:30 – 4:00 Friday

**Salary:** Dependant on Experience

**Duration:** Permanent

**Responsible to:** Head of School

## Key Role Purpose:

Providing administrative support to the school network, Executive Principal and senior leadership team.

## Job Description

* General school administration requests, deconstruction and reconstruction of forms as requested
* Complete legal forms accordingly
* Complete data drops and reports as requested from school information system
* Attendance monitoring / manage data distribution
* Monitor holiday requests and authorisation
* Post out administration forms and populate information onto the school system
* Request CTF transfers from prior settings, transfer data electronically to other settings
* Arranging attendance reports for PEPS
* Complete annex B data
* Complete exclusion letters and distribute to parents/Carers and relevant outside agencies via egress
* Assist with referrals to Swiss and other outside agencies
* Mail merge information on to reports
* Liaise with Head of School(s) regarding staffing and book any agency staff required and ensure vetting details are on the single central record
* Distribute reports to council, parents/carer, scan and upload onto school system
* Manage the school Census
* Manage general letter construction/mail merging and distribution
* Update the school system with DfE information for each student
* Complete communication logs on the school information system
* Update student photo list/staff photos and liaise with Creative Marketing Officer
* Assist Therapeutic Outdoor Practitioner with consent letters, monitor and document consents/any other requirements for tips
* Update Class and Student profiles, distribute to staff members accordingly
* Format and order staff ID cards
* Process and order all weekly shopping to school site

Exams Officer

* Policy Preparation
* Student and parent/carer information documents
* Role responsibilities – ensuring all staff know the requirements and legalities of their role and timetable
* Training Invigilators
* Ensure the protocol in the delivering of exams is accurately delivered in order for the exams to take place
* Ensure access arrangements are completed accurately and on time
* Ensure the correct data is received and sent via MIS
* Liaise with awarding body and JCQ
* Work in a team and with Head of School and Executive Principal

**Qualifications & Experience**

*Essential-*

* Exams Officers Training/ Qualifications

*Desirable-*

* Previous School experience
* Versatile
* Approachable
* Good communication skills
* Commited