



Queen's College, London

Established 1848

Administrator

Reporting to: Director of Neurodiversity and Adapted Learning, Head of Music (QCPS) & Office Manager

Key Responsibilities

SEND Administration

Throughout the academic year:

- Monitor the 'learning support' email address and forward emails to relevant members of staff
- Update and send letters to parents of current pupils at the end of each term confirming details of learning support sessions and charges for the next term
- Ensure parents return letters re. support sessions and charges with signatures or receive confirmed agreement by email; follow up with outstanding responses
- For new starters who have been allocated support, send letters re. support sessions and charges and ensure return with signatures or receive confirmed agreement by email; follow up with outstanding responses
- Purchase equipment for learning support e.g. reading pens, overlays etc. and organise recharges via fees bills with the finance department

At certain times during the academic year:

- Contact the previous schools of new pupils and students to obtain access arrangements and SEND information in preparation for the new academic year
- Assist with liaising with parents regarding transition to Queen's
- Organise meetings between the Director of Neurodiversity and Adapted Learning and parents of all new Class 3s (Year 7s) on the learning support list
- Correspond with II Juniors (Year 11s) and II Seniors (Year 13s) to ascertain IT requirements by subject for mock examinations and timed assessments
- Assist with the administration relating to examination access arrangements e.g. collecting evidence of 'normal ways of working', uploading information to folders, liaising with students re. access arrangements and corresponding with parents to confirm finalised arrangements
- Correspond with all year groups completing end-of-year examinations to ascertain IT requirements by subject and access arrangements

- Scan and file relevant documentation from mock examinations and end-of-year examinations

Visiting Music Teacher (VMT) Administration for QCPS

- Liaise with VMTs each week to confirm their working days
- Check the Management Information System (SchoolBase) calendar to ensure lessons are not planned during workshops, off-site visits or other school events
- Liaise with the Head of Music to ascertain dates of assessments and other class events where pupils must be present
- Plan and enter times for lessons on VMTs' timetables and action any amendments
- Liaise with the Head of Music to finalise timetables for publishing each Friday

Front Office Administration

- Print notices from members of staff daily and enter them into registers
- Assist with general administration e.g. photocopying, filing etc. as required
- Provide front office cover from 4.30pm daily and occasional cover from 5.30pm for evening events

Other Duties

- Undertake additional duties that are commensurate with the role, as reasonably required

All staff are expected to:

- Be aware of and committed to the ethos and values of Queen's
- Take an active role in the development and implementation of school policies and in the whole life of the school
- Ensure that there are equal opportunities for all
- Adhere to school policies and procedures
- Be fully committed to safeguarding and promoting the welfare of children

Person Specification

The successful candidate is highly likely to have the following skills and experience:

Essential

- Demonstrable experience of working in a similar role
- Excellent numeracy, written and computer literacy skills
- Excellent organisational skills
- Ability to multi-task, problem solve & prioritise effectively
- Ability to communicate effectively with a range of stakeholders in a professional manner
- Methodical, excellent attention to detail and ability to show initiative
- Willing to work flexibly and with enthusiasm
- Trustworthy, tactful and discreet
- Ability to work in a team and form productive, supportive & professional relationships with all colleagues

Desirable

- Previous experience of working in an educational environment
- Previous experience of working in SEND administration
- Working knowledge of safeguarding practices & principles

Terms and Conditions

- Permanent position
- Full-time, term time only plus ten days during school holidays
- Start date: October 2023 (or as soon as possible thereafter)
- The salary for this role will be competitive, dependent on qualifications, skills and experience
- Normal working hours: 0900 to 1730, Monday to Friday, with occasional evening work
- Free lunch in the Dining Hall during term time
- Healthcare insurance (taxable benefit)
- Defined contribution pension scheme (up to 10% employer contribution)
- Wellness Allowance
- Cycle to Work Scheme
- Employee Assistance Programme

Queen's College, London is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo the requisite pre-employment procedures, including checks with past employers and the Disclosure and Barring Service.

During the shortlisting process, Queen's College, London will consider carrying out an online search on shortlisted candidates as part of its due diligence.

This post is 'exempt' from the Rehabilitation of Offenders Act 1974; all shortlisted applicants will be required to declare:

- *All unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974*
- *All spent adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020*

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further guidance on disclosure can be found [HERE](#).

Queen's College, London recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome applications from people of all backgrounds.