



<b>Post Title:</b>	<b>School Administration Officer</b>
<b>Department:</b>	Associate
<b>Salary:</b>	<b>BEX5.1 – BEX5.4</b> <b>42 weeks</b> <b>36hrs per week 8am-4pm</b> <b>Monday – Friday</b>
<b>Responsible to:</b>	<b>Examinations Manager</b>
<b>Functional links with:</b>	All staff
<b>Main Purpose of the role</b>	The School Administration Officer will support the Examinations Manager in the successful administration and reception functions of the school. The post-holder will undertake a range of established duties and assist with other tasks as they arise, demonstrating initiative, problem-solving skills, and a high degree of tact and discretion. The role requires flexibility to respond promptly and positively to regular interruptions.
<p>Townley Grammar School is a leading grammar school committed to academic excellence within an ethos of strong pastoral care and a vibrant co-curriculum. We pride ourselves on providing staff with a multitude of national and international partnerships and professional development opportunities in a supportive and positive school environment.</p> <p>Working at Townley is a rewarding and enriching experience. Our large team of long-standing expert and specialist staff is welcoming and friendly. Our holistic approach to education nurtures every student, enabling them to develop their potential, form friendships, and prepare for university and future careers.</p>	

## Key Responsibilities

### 1. Administration

- Assist the Exams Manager with general exam administration, including the AMBIT programme.
- General school administration.
- Handle internal exam data entry in Arbor.
- Prepare and distribute timetable packs, results packs, and exam certificates.
- Archive exam certificates.
- Prepare exam day materials, including seating plans and registers.

- Ensure exam cupboards are stocked and invigilator resources are replenished.
- Update exam posters and order stationery for the exams office.
- Assist with the AMBIT programme, including liaising with students and parents, monitoring payments, preparing registers, and managing the AMBIT email inbox.
- Assist the communications team by preparing reference letters.
- Support community language MFL examinations and private examination administration and costings.
- Provide invigilation cover when needed.
- Manage student locker allocations.
- Perform any other administrative duties as required.

## **2. School Communications and Correspondence**

- Manage the creation and distribution of school communications, including drafting, editing, and formatting official letters, emails, and notices.
- Ensure all information is clear, accurate, and professional.

## **3. Reception Cover**

- As and when required to, receive and welcome all visitors, parents, and guests.
- Implement and monitor the visitors' security badge and sign-in systems in line with safeguarding policies.
- Use the student database (Arbor) to assist with student-related inquiries.
- Manage daily incoming post, telephone calls, and redirecting as needed.
- Distribute confidential communication items with care.
- Act as a liaison between the school and the wider community.
- Provide support to the General Office and Student Support Services team.

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## **Candidate Profile**

### **Experience & Skills**

- **Essential:**
    - A driven "people person" with strong interpersonal skills.
    - The ability to work as part of a team and independently.
    - A self-starter who can manage their own workload and demonstrate initiative.
  - **Desirable:**
    - Excellent IT skills, including proficiency in Microsoft Office and databases.
    - Outstanding verbal and written communication skills.
    - The ability to work under pressure, prioritize tasks, and manage time effectively to meet deadlines.
    - A good understanding of how teamwork contributes to a harmonious and purposeful school environment.
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## **Statutory Duties & Safeguarding**

- **Safeguarding:** Townley Grammar School is committed to safeguarding and promoting the welfare of children. The successful applicant will be subject to an enhanced DBS check and must share this commitment.
  - **Confidentiality:** A strict code of confidentiality must be adhered to at all times. The post-holder must have an up-to-date knowledge of the Data Protection Act and ensure compliance.
  - **Health & Safety:** The post-holder is responsible for their own health and safety and must cooperate with the school's health and safety procedures.
  - **Equal Opportunities:** The post-holder must understand and abide by the school's Equal Opportunities and Dignity at Work policies.
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## General

This job description is intended to provide guidance on the range of duties associated with the post. It is not a comprehensive list of tasks and may be subject to modification after consultation with the post-holder.

**Signed:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

**Dated:** \_\_\_\_\_