

JOB DESCRIPTION

Post Title:	School Admin and Examination Officer
Location:	Kings Lynn, Norfolk
Department:	Fen Rivers Advocacy Team
Contract:	Permanent; 35 hours per week: Monday – Friday term time only plus 10 weeks
Responsible to:	Headteacher and the Trust Admin Lead
Responsible for:	Pupils, Parents and the Fen Rivers Team

Purpose of the post

To be responsible for the provision of an effective administration service to ensure the efficient functioning of the School leading a small team. The role also includes being the school's Examination Officer which will involve managing invigilators and the examination entry process.

Main responsibilities

Admin Officer

- 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 cash / dinner 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 undertake administrative and secretarial duties on behalf of the Headteacher and other SLT members.
- To arrange appointments and liaise with staff, parents and other parties on behalf of the Headteacher and Senior Leadership Team.
- To undertake training as required in order to fulfil roles & responsibilities
- To manage the ordering of school lunches.
- 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
- Ensure all MIS systems and the sickness insurance portal are kept up to date with staff sickness and absence records

- Assist the Senior Leadership Team 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 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

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 Senior Leadership Team 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

Special conditions of employment

Rehabilitation of Offenders Act 1974

- This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bind over orders and warnings being considered.
- If the jobholder is arrested, summonsed for an offence or receives a conviction a bind over order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the Trust's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

Safeguarding and Promoting the Welfare of Children and Young People

- The jobholder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

Health and Safety

- The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

Confidentiality and Data Protection

- The jobholder is expected to comply with the provisions of the Data Protection Act 2018 and the General Data Protection Regulation. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest Disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

Equality and Diversity

- The Trust are committed to equality and value diversity. As such the Trust and its Schools are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Development

- The Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

The Trust Operates a Strictly No Smoking or Vaping Policy

- This applies to all the Trust's premises and those where the Trust services are provided.

The above-mentioned duties are neither exclusive nor exhaustive, duties and responsibilities of the post may change as requirements and circumstances change. The post holder will be required to carry out duties as requested by the headteacher that are broadly within the level of the post.

Person Specification

The person specification describes the skills, knowledge and experience required to carry out the job and will also be used in the shortlisting and interview processes.

Experience

Essential

- 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.
- Excellent personal interaction and communication skills, both on the phone and in person.
- Excellent organisational and time management skills.
- A commitment to providing a responsive and supportive service and a willingness to constantly seek and embrace ways of improving the service.
- Ability to maintain accurate records of basic, petty cash payments, school dinner money, pocket money for students.
- Experience of working in a school/college or administration environment
- Managing the administration of examinations
- Managing other members of staff, such as invigilators and receptionists
- Managing time and workload to meet deadlines
- Working with data sets
- Working with awarding bodies and regulatory organisations, e.g. JCQ
- Complying with statutory regulations set by external bodies

Knowledge, Skills and Abilities

- Essential
- 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 understanding of its effective operation within a school
- 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.
- Highly organised and able to prioritise tasks and follow through to completion whilst able to continue thriving under pressure.
- Understanding and experience of data analysis.
- Excellent time management and planning with the ability to work across multiple projects and deadlines but be flexible and work quickly under pressure.
- Ability to follow policies and procedures set by the school and external agencies/exam boards.

Qualifications/ Training

- A Level qualifications
- Level 2 English and Maths
- Examination Officer training

Other

- Awareness of and commitment to Equality & Diversity
- Willing to travel and work flexibly.
- Willingness to undertake additional training/ staff development as appropriate
- Constantly improve own practice/knowledge through self-evaluation and learning from others.