

Job Description – School Administrator & Exams Officer

Position:	School Administrator & Exams Officer
Department/Service	Future Education
Job status:	Term time + 2 weeks
Hours of work	Full time (08:20 – 16:00 although start and finish times can be negotiated)
Working Pattern	Monday to Friday
Location:	Norwich
Salary:	£23000 – £24500 actual
Pension:	Access to FE pension
Application deadline:	26 th September 2024
Expected start date:	September (or asap)
Provisional interview date:	tbc

Vision Statement:

Our vision is of vibrant and strong communities where everybody can live independent, safe and happy lives

Context and purpose of the job:

The School Administrator & Exams Officer is an incredibly important pivotal role within the school, often the first point of contact for all stakeholders and visitors. The role will require an ability to deal with many and diverse tasks, often simultaneously whilst maintaining a calm, professional and positive manner.

Being able to build positive relationships quickly will be an essential skill.

Each year the school has a small cohort of students who complete external examinations and the post holder will ensure smooth running of internal and external examinations.

School Administrator & Exams Officer – personal profile: As a hardworking and committed individual you will have an exceptional drive to add value to every aspect of your own, and the school's work. You will demonstrate a commitment to learning and developing your skills and applying these for the benefit of the school.

You will have experience of administrative/organisational procedures and you will have good numeracy/ literacy skills with GCSE (or equivalent) Maths and English.

You will ideally have experience of examinations administration at some level, or be willing to complete training in this area, and be able to confidently deal with the processes, administration and systems involved with this aspect of the role.

Confident in using ICT and other specialist equipment/resources you will be highly organised and efficient.

The ability to establish strong, positive relationships with students and staff and the ability to work as a team member are all essential qualities for this role.

As an industrious, enthusiastic colleague with the capacity to be proactive you will be able to work independently with indirect supervision.

Have excellent interpersonal skills to deal with visitors at all levels in a variety of situations.

Having the ability to identify own training and development needs you will actively seek out the means to address these.

With a contagiously positive and friendly attitude you will infuse your 'can do' approach to all aspects of school life.

You will be adept at working to deadlines under pressure, managing conflicting priorities; you will display a calm and measured approach which gives confidence to others. You will be an excellent problem solver with exceptional attention to detail.

About Future Education: Our nurturing, caring and vibrant school supports students to meet their full potential, academically and as individual young adults, preparing them to take the next step towards realising their aspirations with hope and confidence.

Many young people come to us after struggling to find an educational option that meets their needs. At Future Education, they find a secure place to learn and hope for the future.

Future Education is a positive choice for young people and their families, many of whom are looking for:

- A place for that is nurturing and small with a bespoke curriculum that is designed around their individual social, emotional, behavioural and learning needs.
- A place that provides an 'educational home' for those who may have found themselves 'educationally homeless' through a wide range of circumstances.
- A place for those who have experienced hurt or trauma where they can find hope, healing and wholeness as well as finish their education in an environment that understands the impact of trauma on learning and behaviour

You can find out more about the school here: www.futureeducation.org.uk

Detailed duties and responsibilities:

Administration

Key Deliverable: To provide administrative support in order to meet the needs of the school; play an active role in the smooth running of the school office and reception

- Provide general admin support for example: answering incoming calls and taking appropriate messages, greeting visitors and guests when on reception, preparing letters, filing, collating, distribution of information to parents, staff, governors and members of the public
- Communication with parents via phone calls, text and email as appropriate
- Provide admin support for the Head Teacher and Senior Leaders as required
- Provide basic first aid (training will be given if not already held) for pupils and staff, as and when required.
- Update and input student information into our information system
- Make, manage and track orders
- Ensure excellent communications with County Council transport departments and taxi companies, ordering and cancelling taxis as needed for our students
- Maintain filing systems.
- Deal with incoming and outgoing post
- Assist in maintaining a tidy, welcoming and safe reception area to the school environment Participate in the provision of refreshments for visitors and staff, as required
- Take an active role in administrative duties in preparation for events/vaccination programs

Examinations Administration

Key Deliverable: Take responsibility for the overall smooth running of internal and external examinations

- Liaise with staff with regard to student examination entries.
- Disseminate examination information to staff, students and parents/carers, including exam and invigilation timetables and guidelines
- Complete examination entries and securely store and send completed examination papers to external examination boards.
- Liaise with examination boards to ensure the accurate administration of all examinations, including ensuring compliance with examination board rules, coursework requirements.
- Ensure staff are trained to complete the invigilation of examinations
- Manage arrangements for internal examinations
- Work with the SENDCO to ensure all access arrangements are appropriately applied for and conducted
- Recognising that all students have and EHCP and SEND needs build excellent relationships with students to ensure they are able to complete examinations to the best of their ability

Other

- Manage and oversee the school website with regard ensuring that it meets the independent school standards and other regulatory requirements
- Any other such duties as may be required commensurate with the scope and nature of the post

This role profile is not exhaustive and is subject to review in conjunction with the post holder and according to future changes/developments in the service.

Job environment: The post holder will work in a school environment which can be challenging and rewarding in equal measure. The post will involve some travel to and from appointments and meetings across the county.

The nature of our school means that the likelihood of violence and aggression, and risky behaviours from pupils toward each other and toward staff is relatively high, and whilst the school has in place a comprehensive range of risk management and safety control measures it is not possible to completely eliminate such risks.

Supervision: The post holder will report to the Operations Manager and Headteacher. The post holder will be subject to the school's performance management and development processes.

Line Management Responsibility: The post may assume responsibility for the line management of staff.

Health and Safety/Safeguarding: The post holder must comply with policies and procedures relating to health and safety, security, confidentiality, data protection, vulnerable adults and safeguarding children, and preventing extremism and radicalisation; and report all concerns or disclosures to the appropriate person.

Future Education is committed to safeguarding children and adults and expects all staff and volunteers to share that commitment. Our primary concern is always the safety and wellbeing of children.

- The School's Designated Safeguarding Lead for Children is: Jane MacLennan – Deputy Head Teacher at Future Education: j.maclennan@futureeducation.org.uk 01603 251 310
- The Charity's Designated Safeguarding Lead for Adults is: Grace Richardson – Support Services Manager: g.richardson@futureprojects.org.uk 01603 327889

Future Education will provide a programme of induction and training to include Health & Safety and Safeguarding, and will make external training available as required.

Equalities: Future Projects is an equal opportunities employer and a disability confident employer. The post holder will be aware of and support the principles of equality and diversity to ensure that students have equality of opportunity to learn and develop.

Disclosure of Criminal Convictions / Cautions: Because Future Education offers education to people under the age of 18; all positions are exempt from the provisions of the Rehabilitation of Offenders Act 1974. You are therefore not entitled to withhold information about any convictions/cautions, etc. including those which for other purposes are 'spent' under the provision of the Act.

Police Checks: All employees/volunteers are required to undertake a full DBS disclosure check prior to commencing employment. The successful applicant will be required to complete a disclosure form for the School to undertake a criminal records check to confirm the existence and/or nature of any record of criminal convictions or other relevant information.

Addition information: Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Head Teacher to undertake work of a similar level that is not specified in this job description.

Moreover, the post holder is expected to exercise the professional duties for all teachers other than the Head Teacher and to meet the expected professional values and standards of a Teacher at all times.

Application Guidance

When completing your application form, please refer directly to the **Context and Purpose of the Job** and **Personal Profile** sections of the job description.

Please include relevant details of your training, experience, knowledge and skills in relation to these sections. Applications will be shortlisted for interview on the basis of this.