

# School SEN & Exams Administrator

**Closing date: 31<sup>st</sup> August 2021**

**Job Start Date: September / October 2021**

**Contract/Hours:** Permanent, 37.5 hours per week (39 weeks, 5.6 weeks holiday entitlement)

**Salary Type:** Support Staff

**Salary Details: £20,092 - £23,541 (Grade D)**

**Hours of Work:** Mon – Fri 8am – 4pm with 30 min break

**Location of Role:** Based at our Gloucestershire school site in Whaddon

## Job/Person Summary

School SEN & Exams Administrator at CMAS (soon to be Belong Learning).

To support the SENDCo and DSL in all aspects of their administration, perform the role of exam officer for the school, and manage the onsite school reception. The Exams Administrator is responsible for the organisation and smooth running of both internal and external examinations. The officer acts as the primary liaison between the school and external examination bodies. They will be familiar with the requirements and regulations placed on schools by both awarding bodies and the Joint Council for Qualifications (JCQ), and will ensure that the school is compliant with these before, during, and after examination periods.

The successful candidate will take a lead role within our office team, be able to multitask, manage working with interruptions and prioritise their own workload. They will promote the delivery of efficient and effective administrative systems and procedures. This post will report to the Business Manager.

## Key responsibilities will include:

- Deals with correspondence by answering emails and sorting mail
- Deals with outgoing post
- Record student attendance
- Communicate with Local Authority and Families
- Answers phone calls and transfers messages as necessary
- Operator of the Examinations policy Understand the regulations and requirements of all examinations held by the school, both internal and external
- Comply with all JCQ and awarding body regulations and keep up to date with any changes to these
- Manage arrangements for the safe and secure receipt, checking and storing of examination papers and materials
- Contribute to development and review of examination-related school policies
- Work with the SENDCo to ensure appropriate access arrangements and reasonable adjustments for appropriate pupils
- Manage registration of candidates for all examinations
- Work with the finance team to ensure all examination fees are paid, as necessary

- Ensure appropriate conduct during examination sessions, in line with requirements and regulations from awarding bodies and the JCQ
  - Manage the logistics for examination sessions, including timetabling, room booking, resources and staffing
  - Ensure pupils are aware of their personal exam timetables, managing and resolving clashes in accordance with guidance and safeguarding procedures
  - Carry out necessary administrative tasks related to the organisation of examination sessions
  - Support the SENCO to implement access arrangements and reasonable adjustments as required
  - Manage arrangements for the safe and secure storage and dispatch of completed examination papers
  - Manage any unexpected issues or emergencies that arise during an examination session
  - Submit reports to examining bodies, as required
  - Make arrangements for sharing results with students (e.g. results day)
  - Ensure results are received by the school in a secure and confidential way
  - Be familiar with data analysis reports and tools, and be able to share results data with stakeholders as appropriate
  - Arrange receipt and distribution of examination certificates to candidates
  - Manage retention of results, including certificates, for the school's records
  - Undertake training as appropriate for the role
  - Be familiar with training on offer for other members of staff involved in examinations (e.g. invigilators), signposting these where appropriate
- Drafts, formats, prints, photocopies and files relevant documents as needed
  - Assists in purchase orders and invoicing when required
  - Maintains stock lists and orders office supplies as needed
  - Arranges meetings by scheduling appropriate meeting times, booking rooms, and planning refreshments if required
  - Schedule EHCP reviews, PEP reviews and other student related meetings
  - Visits and provides administrative support to CMAS school sites within Gloucestershire
- Attends workshops and conferences when requested
  - All administrative and clerical duties needed to support the SENDCo and DSL
  - Answering enquires, typing, sending letters and reports to parents/outside agencies
  - Liaising with parents, the LA and other stakeholders as necessary
  - Dealing with situations of a sensitive nature
  - Ensuring all Annual Review paperwork is carried out and submitted on time
  - Attend and take minutes at meetings when necessary
  - Update the SEN Register and other records
  - Manage and monitor reporting systems.
  - Assist with timetabling of support
  - Typing up Person centred Planning minutes
  - Manage up to date record keeping for the Rights of children system.
  - Manage referrals or enquiries to outside support agencies
  - Point of contact to arrange TAC, CIC, Annual reviews and other social service multiagency meetings
  - To tend the CMAS School Reception at the Gloucestershire site.

The ideal candidate will:

- GCSE level grade 5 or above (or equivalent) in Mathematics and English Language
- At least two years' experience working in Office/School Administration
- Proficient working with Microsoft Outlook, Word, Excel and PowerPoint
- Excellent communication and customer service skills
- Ability to work without supervision

- Working with awarding bodies and regulatory organisations
- Ability to handle confidential information
- Experience in using a management information system (MIS)
- Excellent time management skills
- Strong attention to detail
- Strong prioritisation and organisation skills
- Strong record keeping skills
- Ability to work in a methodical and logical manner
- Creative problem solver and highly resourceful
- Ability to multitask

We can offer you the opportunity to work in a friendly, hardworking team together with committed staff, governors and enthusiastic children.

## Application Procedure

To apply for this role, please complete an application form and return it to [hr@cmas.co.uk](mailto:hr@cmas.co.uk). Application forms are available to download from our website [www.cmas.co.uk](http://www.cmas.co.uk) or are available by email request.

We would usually welcome a visit to one of our schools however, as we are unable to accommodate this currently, we welcome any questions you may have to be sent to the Business Manager, Jermaine Sharpe, by email to [jermaine.sharpe@cmas.co.uk](mailto:jermaine.sharpe@cmas.co.uk)

## Safer Recruitment

CMAS and CMAS Schools (soon to be Belong Learning) are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks