

Job Description

Job Title: Office Administrator

Salary: Range 5

Liases with: Information Strategy Leader/SENCo/Assistant SENCo/Examination Officer/Admin Team Manager

Responsible to: Information Strategy Leader

Job Profile:

- To be responsible for the administration of the cover diary where absences are known in advance, assigning cover staff as required.
- To undertake the co-ordination, planning, arrangement and submission process for exam access arrangements for learners across the school in line with awarding body regulations
- To assist the school admin department as and when necessary

Responsibilities/tasks:

Cover Co-Ordinator

- Record staff absences and coordinate cover as required
- Liaise with supply agencies as appropriate
- Meet supply staff, ensure they have all relevant information for the day
- Coordinate classroom bookings
- Liaise with the Senior HR Advisor to ensure the Single Central Record for agency staff is up to date
- Authorise cover timesheets

Exams Access Arrangements Co-ordinator

- To facilitate the application and approval of exam access arrangements for students across the school.
- To liaise with learners and parents in a professional manner to initiate a timely and responsive application for Exam Access Arrangements
- To liaise and attend any relevant courses to gain information with regards to Exam Access Arrangements, as required by the JCQ
- With support from the Exams Officer deliver training to invigilators supporting students with access arrangements.
- To complete and submit applications for Exam Access Arrangements in a timely manner to meet Awarding Body deadlines in liaison with the SENCo/Assistant SENCo.
- To ensure that learners have approval for appropriate Access Arrangements in place for their exams within the regulations of the Awarding Bodies
- Create the invigilation timetable for students with Access Arrangements for mocks and public exams throughout the year. Responsible for booking of rooms and liaison with invigilators.

- On exam days, be responsible for registering the students with Access Arrangements and liaising with Exams Officer.
- To accurately record access arrangements on the school information database and store paper records for annual inspection.

Person specification:

	CRITERIA	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> • GCSE or equivalent in English and Maths – Grade C/4 or above • Administration qualifications – NVQ, Pitman etc 	✓	✓
EXPERIENCE	<ul style="list-style-type: none"> • Previous experience within an educational setting 		✓
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Excellent written and oral communication skills • Excellent attention to detail • Ability to use own initiative and work proactively • Ability to achieve deadlines and prioritise a busy schedule • Excellent time management and organisational skills • Commitment to working in a team 	✓ ✓ ✓ ✓ ✓ ✓	
KNOWLEDGE	<ul style="list-style-type: none"> • Excellent word processing skills using Word, Excel, Microsoft Office • Understanding of Keeping Children Safe in Education Part 1 (KCSIE) • Competent use of Bromcom. 	✓ ✓	✓

This job description is not designed to be an exhaustive list of duties and responsibilities, but represents the current key areas of work. There will be additional duties and responsibilities explicit in the role. The content of this post will be reviewed in consultation with the post holder when necessary without change to the level of responsibility appropriate to the grade of post.

Signed :

Date :