

JOB DESCRIPTION

ROLE: SEND and Examinations Administrator

GRADE: E

BASIS: Term-Time Only

REPORTING TO: SENCO and Exams Officer

JOB PURPOSE:

- To deliver high-quality administrative and organisational support for Education, Health and Care Plan (EHCP) processes, including annual reviews, statutory compliance, effective liaison with families and external agencies, and contributing to the delivery of robust SEND provision across the school.
- To contribute to the effective administration of all internal and external examinations, supporting the Exams Officer with processes including marks and coursework submission, mock examinations, and the coordination of the formal examination series.

RESPONSIBILITIES:

- To provide comprehensive administrative support to the Head Teacher, SENCo, Exams Officer and wider staff, contributing to the efficient running of the school.
- To ensure all administrative processes are accurate, timely and compliant with statutory requirements, including SEND, examinations and data protection regulations.
- To maintain and manage information systems, ensuring data is accurate, up to date and accessible to support school operations and leadership decision-making.
- To communicate effectively and professionally with staff, parents/carers and external agencies, acting as a key administrative point of contact.
- To organise and prioritise workload to meet competing deadlines, including coordinating tasks across multiple areas of responsibility.
- To handle confidential and sensitive information with the highest levels of discretion and in line with GDPR requirements.
- To carry out general administrative duties including document production, filing (electronic and paper-based), reprographics, postal arrangements and reception duties as required.
- To support the continuous improvement of administrative systems and processes in line with school priorities.

SPECIFIC RESPONSIBILITIES:

SEND:

- Co-ordinate the Annual Review process for all pupils with EHCPs, ensuring statutory timelines are met.
- Prepare and organise the annual review cycle in accordance with procedures for multiple local authorities.
- Monitor statutory deadlines for Annual Reviews and EHCP processes, escalating any risks or delays to the SENCo/SLT.
- Liaise with local authorities and external professionals to ensure compliance with statutory duties and timely processing of amendments.

- Coordinate post-review administration, including submission of documentation to local authorities, tracking amendment processes, and updating records following final EHCPs.
- Maintain an up-to-date understanding of each pupil's EHCP, particularly Sections B, E and F, ensuring interventions and support are accurately tracked.
- Monitor the delivery of provision outlined in Section F and support the SENCo in evaluating the effectiveness of provision.
- Maintain accurate, centralised and auditable records of EHCPs, Annual Reviews and associated documentation in line with statutory requirements.
- Maintain SEND data within the school's management information systems, ensuring accuracy and alignment between EHCP provision and internal tracking systems.
- Support SEND leaders with inspections, audits and internal reviews relating to EHCPs and SEND provision.
- Manage transition arrangements for pupils with EHCPs between settings and key phases, including Years 6, 9 and 11.
- Support staff by providing guidance on meaningful evidence gathering for Annual Reviews.
- Collate and distribute reports from staff and external professionals in line with statutory requirements and deadlines.
- Attend Annual Review meetings as required to record key discussions and ensure accurate documentation of outcomes and agreed provision.
- Proofread EHCP reports and documentation, ensuring clarity, professional standards, and that content is outcome-focused and compliant with statutory expectations.
- Maintain accurate records of key professionals linked to each pupil.
- Support the SENCo with the preparation of documentation for inspections, audits and, where required, dispute or tribunal processes.
- Ensure safeguarding, equality, and data protection requirements are met at all times.

Examinations:

- To assist the Exams Officer in ensuring all internal and external examinations are effectively planned, organised and conducted in accordance with JCQ regulations and awarding body requirements.
- To enter students for relevant examinations within timeframes set by JCQ and awarding bodies.
- To support the planning and delivery of the full examination cycle, including pre-examination preparation, exam delivery and post-results processes.
- To plan and produce examination timetables, seating plans and desk cards for all exam series.
- To coordinate and supervise the team of invigilators, including making detailed arrangements for each exam sitting and supporting the briefing of invigilators as required.
- To work with teaching staff to ensure marks and coursework are submitted to awarding bodies within required deadlines for vocational and accredited qualifications.
- To provide administrative support for vocational qualifications, including sample uploads and coordination with awarding bodies.
- To support the application process for access arrangements, including submission of Form 8/9 and the collation of evidence of usual way of working, under the direction of the Exams Officer and qualified assessor.
- To ensure approved access arrangements are implemented correctly during examinations and communicated clearly to relevant staff and invigilators.
- To arrange the secure handling, storage, printing, distribution and collection of examination materials in line with JCQ regulations.
- To support the distribution of examination timetables and relevant information to students, staff and parents, ensuring clear communication of exam requirements and expectations.
- To assist with results days, including the preparation and distribution of results, and provide administrative support for post-results services such as reviews of marking and appeals.

- To support the secure storage and distribution of examination certificates in line with awarding body requirements.
- To maintain accurate, up-to-date and auditable records of examination entries, results, and related documentation.
- To support the Exams Officer in investigating and reporting any instances of malpractice or irregularity in line with JCQ regulations.
- To assist in all areas of examinations administration as required to ensure the smooth running of the examinations process.

General:

- Contribute to the wider life of the Trust, its school, and its community through out of hours and partnership work when required.
- Demonstrate commitment to safeguarding and promoting the welfare of children, young people, and vulnerable adults.
- Carry out your duties with full regard to the Trust's published employment policies.
- Comply with health and safety policies, organisational statements, and procedures, undertake to report any incidents/accidents/hazards and to take a proactive approach to health and safety matters in order to protect both yourself and others.
- Contribute to the overall aims and ethos of the Trust and establish constructive relationships with the Trust's schools, Trust Central team and other agencies as appropriate to this role.
- Always promote the Trust's co-operative ethical values
- Any other duties as commensurate with the post.

REVIEW AND AMENDMENT:

This job description is subject to review at any time with full consultation of the post holder.



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Excellent skills in Numeracy and Literacy (NVQ, GCSE A* - C or Level 4 and above or equivalent)	An intermediate or above qualification in word processing/typing
PROFESSIONAL DEVELOPMENT	Willing to undertake job related training.	Evidence of further professional training/development
EXPERIENCE	<p>Experience in an administrative role.</p> <p>Experience of using database systems</p> <p>Experience of co-ordinating Annual Reviews and supporting EHCP process</p> <p>Experience of administration linked to EHCPs OR Examinations</p> <p>Experience of SEND or examinations administration.</p>	<p>Experience of supervising staff</p> <p>Experience in a school office setting</p> <p>Experience of using Bromcom or similar MIS</p> <p>Experience of Microsoft 365</p> <p>Experience of Examination and/or SEND administration/</p>
SKILLS AND ABILITIES	<p>Good interpersonal and communication skills</p> <p>Ability to work with staff, parents, and professionals</p> <p>Excellent organizational skills</p> <p>Ability to prioritise and meet deadlines</p> <p>High accuracy and attention to detail</p> <p>Understanding of confidentiality and safeguarding arrangements</p> <p>Ability to work collaboratively</p> <p>Ability to work efficiently and accurately under pressure</p>	<p>Understanding of SEND processes (EHCPs)</p> <p>Awareness of exam regulations (JCQ);</p> <p>Ability to relate to children and young people with learning and other disabilities</p>
OTHER	<p>Commitment to safeguarding and promoting the welfare of children</p> <p>A commitment to the principle of inclusion</p> <p>A team player with a 'can do' approach</p> <p>Acts with pace and urgency, enthusiastic and decisive</p> <p>An awareness, understanding and commitment to equal opportunities</p>	

This Job Description is not exhaustive, you may, at any time be required to carry out additional duties or responsibilities, which fall reasonably within the remit of this role, or in accordance with operational requirements.