

ROLE PROFILE

Job Title: School Administrator

This role profile sets out the key responsibilities and tasks undertaken by the School Administrator to undertake specific duties to support The Gryphon School.

Key responsibilities and duties

Reception Support

- Provide effective Conference Centre and reception support in line with trust/school safeguarding and health and safety procedures to ensure a positive visitor experience to the school
- Manage Conference Centre bookings/lettings and ticket sales for school events
- Co-ordinate the Yr 6 Transition process and student information packs for admissions
- Managing the office@gryphon email inbox
- Support the trips and visits process for the school. Liaise with staff and parents to organise trips and resolve issues.
- Co-ordinate the peripatetic music tuition and timetable, school photo day and student immunisations
- Provide administrative support for year groups and coordinate the students out of lessons list
- Manage the Yr 8 student reception duties
- Set up for Parents' & Open Evenings and Celebration Assemblies
- Undertake compliance training and CPD to support your role
- Annual updates to include the Staff Handbook, contact lists, staff pigeonholes
- Provide ad-hoc and contingency support for the wider school administrative team, under the direction of the office manager.

Access Arrangements Administration

The Access Arrangements Administrator is responsible for coordinating and managing all processes related to exam access arrangements for students. This includes gathering and organising evidence, scheduling assessments, maintaining accurate records, and ensuring compliance with JCQ regulations. The role supports SENCo, teaching staff, Exams Officer, and external assessors to ensure eligible students receive the correct support in examinations.

- Coordinating referrals for access arrangement assessments (e.g., reader, scribe, rest breaks, word processor use).
- Collecting, organising, and maintaining evidence of need, teacher feedback, and student work samples.
- Liaising with SENCo, teachers, and parents regarding eligibility and assessment scheduling.
- Tracking and monitoring students' continued use of normal way of working.
- Preparing exam materials and equipment for access arrangements (e.g., laptops, coloured overlays, prompt cards).
- Ensuring all procedures comply with JCQ regulations and are audit ready.

NB: The duties and responsibilities of this post are not restrictive and the post holder may be required on occasion to undertake other duties, tasks and responsibilities commensurate with the grade of their post. This will not substantially change the nature of the post