



Dacorum Education  
Support Centre

# Centre Administrator & Exams Officer



**Key Stage 4 Centre  
Barncroft Campus  
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Hemel Hempstead  
HP2 6NG**

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**Centre Administrator & Exams Officer  
Recruitment Information Pack**

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Dear Candidate,

Thank you very much for your interest in the position of Centre Administrator and Exams Officer at Dacorum Education Support Centre (DESC). We are seeking a talented individual to join our **four times Outstanding organisation**.

**Dacorum Education Support Centre** is a unique organisation that works with young people who, for one reason or another, are not in mainstream education. We support the individual and their family and work together to achieve appropriate outcomes and secure a positive way forward for the future. We firmly believe effective relationships are the key to great learning outcomes.

Our innovative and responsive curriculum enhances the learning experience of all our learners. Our offer is linked to the passions, interests and aspirations of our learners, as well as preparing them for either a successful reintegration to mainstream, identifying specialist provision, or supporting them in our Centre for the longer term.

Our mantra, **Be the best you can be**, is echoed in all our work with young people, working with them to overcome their barriers to learning, re-engage them and support them in their next steps.

If you have the passion, skills, experience and persona to be the face of DESC we look forward to receiving your application.

Yours sincerely,

Naomi Walker  
Co-Headteacher

Clare Winter  
Co-Headteacher

*"At DESC the young people are treated like adults and not kids, they are respected by staff"*  
Parent at DESC

**Co-Headteachers: Clare Winter and Naomi Walker**

**KS3 and The Haven:** 30 Tenzing Road, Hemel Hempstead, HP2 4HS

**KS4 Centre:** Barncroft Campus, Washington Avenue, Hemel Hempstead HP2 6NG

**Email:** [admin@desc.herts.sch.uk](mailto:admin@desc.herts.sch.uk) | **Tel:** 01442 247476 | [www.desc.herts.sch.uk](http://www.desc.herts.sch.uk)



## The Application Process

We hope that this application pack and our website [www.desc.herts.sch.uk](http://www.desc.herts.sch.uk) ignites a desire to apply for this post.

Applications can be made by completing the application form through My New Term, via our website [www.desc.herts.sch.uk](http://www.desc.herts.sch.uk) or requesting the form directly from [nmoore@desc.herts.sch.uk](mailto:nmoore@desc.herts.sch.uk)

Visits/discussions are most welcome. Please contact Natasha Moore on 01442 247476, Option 1, to arrange a visit.

**Closing date for applications is 26<sup>th</sup> March 2026**

**We encourage candidates to apply promptly, as the Centre reserves the right to close the advert should we feel able to appoint an appropriate candidate sooner.**

***DESC is committed to safeguarding and promoting the welfare of our learners and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, medical clearance and enhanced checks carried out by the Disclosure and Barring Service.***

We are required to conduct online searches about all shortlisted candidates in accordance with Keeping Children Safe in Education guidance, in order to identify any incidents or concerns which are publicly available online. By submitting and signing your application, you acknowledge that such searches will be conducted as part of the shortlisting process.

*We are committed to promoting equality and respecting diversity and welcome applications from all sections of the community.*

*"I can say from the bottom of my heart if it was not for all of you I would not have been able to make all the progress I had made"*  
Learner at DESC

*"The school is outstanding – my son's mental health has really improved and this has had a positive impact on family life"*  
Parent at DESC



## **Centre Administrator and Exams Officer**

Grade: H4 rising H5

Application Closing Date: 26<sup>th</sup> March 2026

34 hours per week, Term Time Only plus 5 INSET days

We have an exciting and unique opportunity to join our highly successful Education Support Centre judged Outstanding by OFSTED.

We are looking for a Centre Administrator and Exams Officer to provide administrative support to both our Centres and be responsible for managing the effective and efficient administration of external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations.

Dacorum Education Support Centre is a vibrant and unique Pupil Referral Unit based on 2 sites in Hemel Hempstead working with students across our 9 Dacorum secondary schools and 60 primary schools. We are seeking to appoint an enthusiastic individual to join our friendly and supportive team of dedicated professionals.

We are a forward-thinking, dynamic and versatile organisation that is solution-focused and are seeking a like-minded person to join us. We can offer a unique opportunity to really make and see a difference in the life outcomes for the young people we work with

There is always something new and exciting on the horizon at DESC. If you thrive on change, are a creative thinker and relish new opportunities then we can offer something special for you.

### **Do you have:**

- Experience of and a passion for working in an administration environment
- The ability to form excellent professional relationships with students, staff, parents and all stakeholders
- Excellent communication skills
- Excellent administrative skills

### **Are you able to:**

- Be an effective team player
- Work using your own initiative
- Be adaptable

### **Hours of Work:**

The normal hours of work will be 34 per week and typically the working pattern will be similarly to below:

Monday	8:30-3:30
Tuesday	8:30-3:30
Wednesday	8:30-5:00
Thursday	8:30-3:30
Friday	8:30-3:30

We pride ourselves on our commitment to a staff wellbeing package and have termly staff wellbeing time. Our flexible and supportive approach allows us to be mindful and care for our staff who are our key resource.

**Probationary Period:** New employees to the Centre will be required to satisfactorily complete a six month probationary period of service

## Job Description: Centre Administrator & Exams Officer

DESC is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, marriage or civil partnership.

Responsible to: School Business Manager  
Grade: H4 rising H5

### **Core Purpose of the Job:**

- To provide routine administrative support to the Centre.
- To be responsible for managing the effective and efficient administration of external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations in a consistent and secure fashion.
- Responsible for the online offsite visits programme, Evolve
- Liaison with HCC Transport Unit to arrange school transport for learners
- Oversee the completion of learner reports for Barncroft
- Act as Receptionist for Tenzing Road Campus
- This role will work across both campus'

### **Duties and Responsibilities**

#### **Administrative Support:**

- Undertake reception duties including response to telephone and personal enquiries
- Assist with student welfare matters, including contacting parents and staff.
- Keep daily attendance records up to date on the manual register and on SIMS
- Provide admin support, this to include photocopying, filing, email and answering routine correspondence
- Maintain manual and computerised records, including SIMS database and other centre databases
- Liaise with transport for those students approved for transport by County.
- Undertake typing and word-processing, and other IT-based tasks and take notes of meetings
- Attend to routine attendance matters
- Receive deliveries and general office duties as required
- Keep First Aid records for the site and maintain the First Aid kits for Tenzing Road and the people carrier.

**Exams Officer:**

- Maintain and develop systems to manage and coordinate all aspects of the exams administration process
- Comply with JCQ and awarding body regulations, guidance and instructions and keep abreast of developments/changes/updates
- Effectively use online tools such as the Centre Admin Portal (CAP), and secure external sites
- Ensure key dates and tasks are met by creating and working to an annual exam plan
- Ensure papers are safely and securely stored in accordance with regulations. Make arrangements for the despatch of examination scripts for marking
- Support the SENDCo in implementing access arrangements
- Register/enter candidates for exams in accordance with the awarding bodies' published procedures and deadlines
- Manage the arrangements for timetabling, rooming, seating, and invigilation
- Ensure staff and learners are notified of examination entries and dates and times of the examinations
- Ensure exam rooms are prepared in accordance with guidance
- Support SLT in investigating any reported cases of malpractice in accordance with the guidance from awarding bodies
- Plan and prepare for the release of results and distribution of results statements
- Manage the distribution of exam certificates

**Educational Visits Co-ordinator:**

- Ensure EVC training is kept up to date
- Regular liaison with the LA's Offsite Visits Co-ordinator
- Ensure Evolve is kept up to date with the recording of offsite visits
- Ensure the Local Area Visit Policy and the School Trips Visit Policy is regularly reviewed and up to date
- View submitted forms and approve local visits forms
- Submit the out of area forms to SLT and ensure they are approved

**Learner Transport:**

Under the direction of SLT

- Complete forms for new learners to get approved for a taxi/ bus pass where directed
- Send out transport forms to parents for completion and signature
- Liaise with the LA Transport Section to discuss applications
- Understand learners' needs to communicate these to Transport Section

**Other General Duties:**

- Undertake other duties appropriate to the grade and responsibilities of the role as required by SLT

### Equalities

- Be aware of and support difference and ensure that the Centre's equalities and diversity policies are followed

### Policies and Procedures

- Be aware of and comply with policies and procedures relating to Child Protection, Health and Safety, Confidentiality and Data Protection and report all concerns to an appropriate person

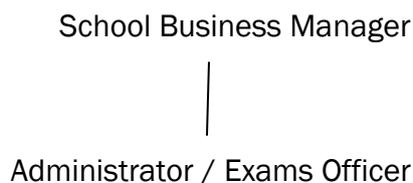
### Disclosure and Barring Service

- This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure Barring Service is in the guidance notes to the application form.

### Additional Information

- The jobholder is required to contribute to and support the overall aims and ethos of the Centre
- All staff are required to participate in training and other learning activities, and in Professional Growth and development as required by the Centre's policies and practices
- All staff may be required to work across both DESC sites
- The duties and responsibilities listed here describe the post as it is at present. It is not always possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time. **The post holder is expected to accept any reasonable alterations that may from time to time be necessary**

### Organisation Chart



### Supervision

- The jobholder is managed by the School Business Manager. The frequency of meetings is determined by the Centre's Professional Growth Policy

### Contacts

- The postholder works directly with all members of Centre staff and has routine and regular contact with parents and carers as well as with visitors, external agencies and other professionals

## Exams Officer Person Specification

Professional Experience, Abilities and Qualifications	Essential (E) Desirable (D)
Experience of administrative work	E
Experience of Examinations processes and procedures	D
Good numeracy/ literacy skills (minimum of grade C at GCSE or equivalent) in both English and Maths	E
An ability to use standard office software	E
Good organisational skills, including the ability to organise a workload with conflicting demands when under pressure	E
An ability to work with accuracy when recording, sharing or reporting information	E
An ability to understand and respect the need for discretion, sensitivity and confidentiality	E
Be an excellent role model for staff, learners and parents	E
Ability to work constructively as part of a team, understanding roles and responsibilities	E
Be able to form positive professional relationships with both learners and colleagues	E
Ability to self-reflect and willingness to participate in development and training opportunities	E
Ability to input information accurately into a database	E
Ability to adhere to policies, procedures and relevant legislation relating to child protection, health and safety, security, confidentiality, data protection and equal opportunities	E
Personal Qualities	
Enthusiastic, hard-working, creative, approachable and resilient	E
Solution-focussed and change-embracing	E
An ability to be flexible and adaptable	E
Good communication skills and interpersonal skills & sense of humour	E