

The Special Partnership Trust

A community which aspires together

Delivered by:

An ambitious, inspirational partnership of outstanding learning.

Achieved by:

An integrated Trust with strong leadership at all levels in delivering outstanding educational outcomes, empowering pupils, parents, and staff to strengthen our community even further.

JOB DESCRIPTION

Job Title:	SEND Administrator and Exams Officer
Salary:	Band 3
Base:	Brunel School

Hours
You will be expected to work 37 hours per week Monday to Friday between the hours of 8am and 4pm (subject to operational need) with half an hour for lunch and leaving 30 minutes early on Fridays. This role is term-time only plus 10 days in the holidays- days to be agreed with your line manager (school's Assistant Headteacher and SENDCo)

Main Purpose of Job:
• SEND administration and Exams Officer. • Supporting the school's SENDCo with daily administrative duties and other clerical duties as required by the SENDCo and Senior Leadership Team. • Reporting directly to the school's SENDCo for all pupils SEND administration, including EHCP annual review process and progress data. • Reporting directly to the school's Senior Leader for Exams and Head of Centre for all exams-related administration and compliance with the Joint Council for Qualifications (JCQ) and Awarding Organisations.

Main Duties and Responsibilities:
SEND Administration (60%) Reporting to the Assistant Headteacher/SENDCo: • To liaise with colleagues, parents and carers, external professionals as needed. • Maintaining the school's Evidence for Learning system. • Working with the SENDCo to manage the provision of all pupils' SEND needs. • To carry out home visits when required. • Support the school's Assistant Headteacher/SENDCo with coordinating, evidencing and applying for pupil's access arrangements. • Producing data on all pupils as and when required. • Updating pupil records and profiles. • On and off rolling of pupils, adhering to the school's admissions procedures. • Arranging and typing SENDCo correspondence and arranging visits to the school as necessary. • Responding to queries and sharing information with relevant parties as directed. • General assistance with the maintenance of the school's MIS data. • Minuting meetings as required, maintaining a high standard. • Maintain appointment diary systems and other required records for the school's SENDCo. • Typing, photocopying, emailing as required, ensuring high standards and professionalism. • Answering incoming calls when required. • Supporting reception duties when required. • Filing and compliance with GDPR compliance. • Other clerical tasks as prescribed by the SENDCo.

Exams Officer (40%) Reporting to the Operations Manager/Senior Lead for Exams and the Head of Centre:

- Plan, coordinate, and administer all internal and external examinations in line with awarding body regulations and deadlines.
- Manage examination entries, timetables, seating plans, and candidate records, ensuring accuracy and confidentiality.
- Recruit, train, and supervise invigilators, ensuring examinations are conducted securely and in accordance with JCQ and awarding body requirements.
- Liaise with awarding organisations, staff, students, parents, and external agencies on all examination-related matters.
- Process examination results, post-results services, certificates, and maintain accurate examination records and documentation.
- Ensure full compliance with examination regulations, school policies, and data protection requirements while continuously reviewing and improving examination processes.

General – applicable to all Trust roles

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the Trust's pupils at all times.
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance
- To adhere to Trust values and behaviours
- To be aware of and adhere to all Trust policies and procedures
- To be responsible for your own continuing self-development and attend meetings as appropriate
- To undertake other duties appropriate to the post as required
- To maintain a commitment to safeguarding.
- To maintain a commitment to confidentiality.

Person Specification:

	Essential	Desirable	Recruiting method
Education and Training	Attainment of 5 GCSE's A-C (or equivalent) including English and Maths.	Attainment of NVQ Level 2 qualification in receptionist/clerical related field	Application
Skills and Experience	Experience of reception, administration and clerical work Experience of telephone network systems Communication skills Organisational skills Able to multitask and work effectively with frequent interruptions Able to work on own initiative and as part of a team	Experience of reception and clerical work in a school or similar environment	Application/ Interview

	Experience as an Exams Officer or Exams Administrator in a school environment, or similar compliance.		
Specialist Knowledge and Skills	Knowledge and practical application of Microsoft packages Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people Demonstrates an awareness, understanding and commitment to equal opportunities Knowledge of EHCPs and Annual Review paperwork.	Typing skills Knowledge of school systems such as Arbor and CPOMS.	Application/ Interview
Behaviours and Values	Professional conduct Knowledge of Evidence for Learning and how to extract data. Our school values are: Love, Integrity, Availability, Safeguarding, Compassion, Aspiration and Inclusion.		Interview

Special Conditions related to the post

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All employees will be required to undertake mandatory training required by the Trust.

Trust Benefits

Our Trust is committed to providing employee benefits that motivate and reward our employees.

Our benefits include:

- A competitive salary
- Attractive terms and conditions including holidays
- Eligibility to join the local government pension scheme/Teachers pension scheme

- Family friendly policies
- Local and national discount schemes and initiatives
- Continued professional development support
- Flexibility to work across the Special Partnership Trust, the largest SEN provider in the county
- Support for staff wellbeing