

## Job Description: School Administrator and Deputy Exams Officer

### In Toto Ed London (Blackheath)

<b>Role title</b>	School Administrator
<b>Location</b>	In Toto Ed London (Blackheath)
<b>Reporting to</b>	Head
<b>Working with</b>	Senior Leadership Team, teaching and pastoral staff, referrals team, parents/carers, local authorities and external agencies

#### **Purpose of the Role**

The School Administrator and Deputy Exams Officer will provide efficient, professional and welcoming administrative support to In Toto Ed London (Blackheath). The post holder will help ensure the smooth day-to-day operation of the school, maintain accurate records, support statutory, safeguarding and examinations processes, and act as an organised point of contact for families, professionals and external partners.

The post holder will also be an active member of the referrals team, supporting the management of referrals, enquiries and admissions from initial contact through to placement and transition.

#### **Recommended Terms for Advert**

Contract: Permanent, full-time, term-time only, including INSET/training days. Occasional additional days for examination results days, examination deadlines or essential pre-term administration may be required by prior agreement and should be paid additionally or given as time off in lieu.

Hours: Monday to Friday, 8:00am to 4:00pm, with some flexibility during examination periods and key school events.

Salary: £27,500 to £30,500 actual salary, depending on experience. A higher appointment point may be considered for a candidate with strong school administration, examinations, MIS, SEN/AP or referrals experience.

#### **Responsibilities**

The responsibilities outlined in this job description may be modified by the Director of HR, Compliance and Safeguarding, with your agreement, to reflect or anticipate changes in the role, commensurate with the salary and job title.

#### **School Administration**

Reporting to the Headteacher, the post holder is required to:

- Provide administrative support to the Head, Senior Leadership Team and teaching staff to ensure the smooth day-to-day operation of the school.
- Manage the school reception area, greeting visitors, handling enquiries and ensuring a professional, welcoming and calm environment.
- Coordinate communication between staff, students, parents/carers and external agencies, ensuring information is shared accurately, sensitively and in a timely manner.
- Maintain and update the school information management system, ensuring data integrity, accuracy and confidentiality.
- Oversee the maintenance of student records, ensuring all information is kept up to date and compliant with GDPR requirements and In Toto Ed policies.
- Support the admissions and enrolment process, maintaining accurate records of applications, placements, start dates and transition information.
- Organise school events, meetings, visits and training sessions, ensuring appropriate arrangements, rooms, resources and communications are in place.

- Oversee student attendance records and support the pastoral team in monitoring absence, following up concerns and identifying patterns where appropriate.
- Maintain an organised and efficient office environment, ensuring resources are well managed, accessible and replenished when needed.
- Liaise with external organisations, including local authorities, examination boards, transport providers and other professional bodies, as required.
- Support site health and safety administration in accordance with the law and In Toto Ed policies.

### **Deputy Exams Officer Responsibilities**

As Deputy Exams Officer, the post holder is required to:

Support the Exams Officer, Headteacher and Senior Leadership Team with the planning, administration and delivery of internal and external examinations.

Assist with examination entries, candidate information, timetables, access arrangements administration and related communications, under the direction of the Exams Officer or senior lead.

Help ensure examination records, entries, results information and confidential materials are managed accurately, securely and in line with JCQ awarding body requirements and In Toto Ed policies.

Support the preparation of examination rooms, seating plans, registers, invigilation arrangements, notices and candidate briefings.

Liaise with staff, students, parents/carers, invigilators, awarding bodies and external partners regarding examination arrangements where appropriate.

Provide administrative support during examination periods, including handling queries, recording incidents, supporting invigilators and escalating issues promptly.

Support the secure receipt, storage, distribution and return of examination materials, where delegated and appropriately trained.

Assist with the administration and communication of examination results, certificates and post-results services, including any required attendance on results days by prior agreement.

Maintain confidentiality and integrity in all examination-related work and complete relevant examinations training as required.

### **Referrals Team Responsibilities**

As a member of the referrals team, the post holder is required to:

- Act as a professional and responsive point of contact for referral enquiries relating to In Toto Ed London (Blackheath).
- Support the referrals process from initial enquiry through to assessment, offer, placement and induction, ensuring each stage is logged and followed up.
- Maintain accurate referral trackers and records, including key dates, referral sources, student details, documents received, actions required and current status.
- Liaise with parents/carers, local authority officers, social workers, virtual schools, SEN teams, commissioning teams and other professionals, as directed by the Headteacher or referrals lead.
- Request, receive and organise referral documentation, including EHCPs, professional reports, risk assessments, attendance information, safeguarding information and previous school records, ensuring these are handled confidentially.
- Coordinate visits, meetings, calls, taster sessions or assessments linked to referrals, ensuring staff have the information they need in advance.
- Prepare referral summaries, packs or briefing notes for the Headteacher, SLT and relevant staff, highlighting key information, risks, needs, and outstanding actions.
- Support communication with local authorities and families regarding placement decisions, start dates, onboarding requirements, and transition arrangements.
- Ensure referral and admissions information is recorded consistently and securely, and that any safeguarding concerns are escalated immediately in line with policy.

## General Administration and Professional Duties

- Read, understand and comply with all school policy documents, including those relating to safeguarding, health and safety, data protection and equality.
- Ensure effective time management and prioritisation of administrative tasks, responding flexibly to the needs of the school day.
- Contribute to meetings, discussions, and management systems necessary to coordinate the work of the school as a whole.
- Promote equal opportunities within the school and support the implementation of the school's equality and diversity policies.
- Undertake pastoral and administrative duties as agreed with the Headteacher or Senior Leadership Team.
- Participate in the performance management system and engage in relevant professional development and training.
- Help to maintain a tidy, organised and welcoming school environment.
- Attend departmental, administrative team, referrals team and examinations-related meetings or training as required.
- Contribute to the continuous improvement of school administrative, admissions, referral and examinations processes.
- Undertake duties as allocated by the Headteacher, including reasonable cover for absent colleagues where necessary.
- Notify the Headteacher or appropriate manager in advance if absence from work is necessary and ensure any urgent outstanding work is handed over where possible.

## Safeguarding

The post holder will be required to:

- Submit an Enhanced Disclosure and Barring Service (DBS) check.
- Complete Child Protection and safeguarding training as required by In Toto Ed.
- Promote and safeguard the welfare of all children and young people they are responsible for or come into contact with.
- Follow all safeguarding procedures for visitors, referrals, records and information sharing, escalating concerns promptly to the Designated Safeguarding Lead or appropriate senior member of staff.

## Note

This job description indicates the expectations of staff. It is not exhaustive, and the post holder may be required to undertake other duties when required, commensurate with the salary and job title.