

# Senior Admin Assistant & Exams Officer

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Service: Northern Counties School  
Responsible To: Lead Administrator & Assistant Head (Exams Officer role)  
Salary: 7-11 (Actual Term Time salary: £24,241 - £25,702)

## Job Purpose

To provide a fully comprehensive administrative and reception function under the guidance of the Lead School Administrator and to manage all examinations in school under the guidance of the Assistant Head.

## Main Duties

- To maintain accurate records within the education services database (SIMS), student and personnel filing systems. This will include production of supporting reports; managing attendance and submitting the quarterly census returns.
- To work closely with and under the guidance of the assistant Head to organise all examinations in school; The exams officer acts as the primary liaison between the school and external examination bodies. They will be familiar with the requirements and regulations placed on schools by both awarding bodies and the Joint Council for Qualifications (JCQ) and will ensure that the school is compliant with these before, during, and after examination periods.
- To work alongside the Learning & Care Manager to coordinate staff training and ensure all staff are compliant and records updated.
- To manage and ensure class registers are updated daily within the appropriate timeframe
- To place online orders as guided by the senior finance admin assistant and support with finance processing.
- To be able to multi-task, work under pressure and be a strong communicator.
- To organise and manage interpretation requirements in school; including booking of and liaising with external agencies.
- To manage security badge systems and produce security badges for staff;
- To maintain a secure environment following safe practice and procedures;
- To carry out filing, photocopying and typing in an efficient manner. To include handling sensitive and/or confidential data professionally and securely under the direction of the Lead School Administrator;
- To effectively manage the switchboard, handle calls appropriately and record/take messages accurately and distribute accordingly;
- To effectively manage external communications, i.e. emails and letters etc and disseminate relevant information accordingly;

- To carry out archiving of school records under the direction of the Lead School Administrator;
- To co-ordinate the electronic school diaries;
- To provide an efficient and courteous reception service to include the signing in/out of visitors, preparation of fire registers and vetting of agency/supply staff; including the booking of school minibuses and meeting rooms;
- To take responsibility for the administration office and reception area, ensuring it is kept clean and tidy, literature is appropriately displayed and is accurate/kept up to date;
- To take minutes at meetings as required;
- To be responsible for the speedy and accurate distribution of deliveries received in reception;
- To be responsible for the maintenance and upkeep of school equipment for example: photocopiers. This would include logging breakdowns and keeping equipment replenished;
- Any other administrative duties requested by Lead School Administrator and/or the Senior Leadership Team to meet the demands of the job.

# Person Specification

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## Essential Criteria

### Skills and Knowledge

- High levels of literacy and numeracy
- Ability to manage timeframes
- Ability to produce reports and communications using word processing software or similar.
- Ability to set up and use spreadsheets
- Strong communication skills both written and verbal
- Ability to prioritise and perform tasks in accordance with timetable.
- Ability to deal with incoming calls appropriately

### Qualifications and Training

- Relevant NVQ 3 or RSA 3 qualification
- General good standard of education

### Experience

- Experience of using a school MIS (Management Information System, i.e. SIMs)
- Experience of administration within an education environment.
- Administration within a busy office environment, including setting up meetings, minute taking and managing deadlines
- Receptionist experience and is proactive.
- Experience of working on a busy switchboard
- Experience of using databases.

### Personal Qualities

- Professional/committed
- A team player
- Enthusiastic;
- Positive and confident manner;
- Able to work unsupervised.
- Good telephone manner

### Other Requirements

- Willingness to contribute to other areas of work according to team priorities;
- Able to work flexibly.

## Desirable Criteria

### Skills and Knowledge

- Ability to use Microsoft Office software;
- Ability to minute take and produce accurate records of meetings

### Qualifications and Training

- Maths & English GCSE.

### Experience

- Experience of administration within a busy office environment.

### Personal Qualities

- Awareness of equality and diversity



# Organisational Standards

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The Percy Hedley Foundation operates in a demanding and often changing environment. Members of staff must be flexible, adaptable, willing to face up to changing circumstances and new opportunities. The following list of duties and responsibilities must therefore be taken as a guide and is not to be comprehensive.

## Professional Duties

- Participate in the review of the Foundations Policies, Procedures and Processes
- Participate in arrangements for the performance development review process
- Participate in arrangements for further training and professional development
- Keep up to date with changes or developments within your professional area
- Fully participate in the induction and training programme provided by the Percy Hedley Foundation
- Contribute to the professional development of other staff, including the induction of new staff.

## Equality and Diversity

- Promote equality of access to education, training, and employment opportunities for disabled people, and advocate a positive attitude
- Recognise that disabled people are individuals who have specific needs
- Employ support strategies that will empower disabled people
- Show awareness of knowledge and display non-discriminatory behaviours at all times in relation to culture, race, ethnicity, disability, gender, sexuality, and age
- Recognise the importance of inclusion by using appropriate means of communication at all times
- Be flexible, trying to meet the changing needs of both disabled people and environment.

## Discipline, Health and Safety

- Adhere to and promote Percy Hedley Foundation Health, Safety and Welfare policy at all times
- Purchase equipment from a recognised source
- Report all incidents and accidents to Health and Safety Officer
- Maintain a high standard of record keeping in line with Percy Hedley Foundation policies and procedures.

## Safeguarding

- Safeguarding is everyone's responsibility.
- Percy Hedley Foundation have adopted recruitment and selection procedures, and other Human Resource Management processes, that help deter, reject, or identify people who might abuse vulnerable children/adults, or are otherwise unsuited to work with them.
- The Trustees/Governing Body are committed to promoting the welfare of children and young people/adults and staff are expected to ensure that the highest priority is given to following guidance and regulations to safeguard those in our care.

### Confidentiality

- Respect confidentiality. All personal information about people using the foundations services to which you have access should be treated as confidential. Information about the people's needs, progress and assessment should only be shared with the team to aid support
- Remain objective and do not favour any gender, language or culture and comply with the Percy Hedley Foundation policy.

## About Us

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We are an ambitious, entrepreneurial, and innovative charitable business working in a person-centred way to meet the needs of people with disabilities and their families. We provide a range of high-quality services and seek out opportunities to inspire and support people with disabilities to achieve their ambitions. We believe that working together as one Foundation we achieve more than individual services would achieve alone. Our influence will be regional, national & international.



0191 238 1301



Hampeth Lodge  
Station Road  
Forest Hall  
NE12 8YY



recruitment@  
percyhedley.org.uk



<https://www.facebook.com/percyhedley>