



REDBORNE SCHOOL AND COMMUNITY COLLEGE

JOB DESCRIPTION

NAME:

JOB TITLE: Administrator – PP, SEND and EXAMS

PAY SCALE: Level 3B – Point 8 - 11

HOURS: 35 Hours Term-Time only including 5 training days
Monday - Friday 9am – 4.30pm
(30 minute break)

RESPONSIBLE TO: Headteacher

LINE MANAGER: Assistant Headteacher

JOB PURPOSE: To provide and manage administration support for Pupil Premium, SEND and Exams.

MAIN DUTIES AND RESPONSIBILITIES:

Support for the Pupil Premium Lead

- Organising intervention timetables and ensuring all relevant parties are aware of timetable changes as they occur.
- Liaising with parents, students and staff as required.
- Organising the logistics for all intervention events, including those run in the core subjects
- Working with SIMS and the data team to maintain digital records of all SEND and PP students.
- Supporting the admin in study club, and working to maintain full attendance at all intervention events
- Supporting the work of the PP lead, as required.
- General administration duties

Support for the Learning Support department

- Organising the Lexoniks and other intervention timetables and ensuring all relevant parties are aware of timetable changes as they occur.
- EHCP annual reviews - support other staff to run meetings and complete relevant paperwork.

- Liaising with students/parents/staff in order to ensure queries are dealt with by the correct person
- Liaising with Professionals/agencies as required
- Input student data
- Organise and collate paperwork for SEND referrals and other reviews.
- Support with year 8 transition.
- Uploading/downloading and saving reports from Anycomms SENCO account.
- Support with EHC Needs Assessment requests.
- Support with year 8 EHCP reviews.

Support for the Exams Officer

2 hours per day 9am – 11am

- Invigilation availability schedules
- Invigilation emails
- Managing the Invigilation database
- Getting ready for results day
- Sorting exam certificates
- Exam certificate Filing/destruction
- Issuing exam timetables
- General exam admin on exam days
- Updating seating plans on the notice board
- Updating Access arrangements on candidate cards
- Access arrangements filing
- Updating exam stationary boxes
- Collating data protection notices
- Other general admin duties

OTHER DUTIES AND RESPONSIBILITIES:

- To comply with Redborne's commitment to safeguarding and promoting the welfare of children and young people.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- The post holder must at all times carry out his/her job responsibilities with due regard to 'Equal Opportunities'.
- To undertake any other duties of a similar level and responsibility as may be required.

Signed:

Date:

Signed: OLLY BUTTON, HEADTEACHER

Date: