

## **Job Role: Examinations Officer / Lead Administrator**

**Closing Date:** Monday 3 June 2024, 9:00am

**Salary:** NJC Grade G, points 20 to 25, £30,296 to £33,945

**Contract type:** Permanent, Full-Time 36 hours per week, 8am to 4pm

**Start Date:** As soon as possible

**Interviews:** w/c Monday 10 June 2024

Dear Prospective Applicant

It is with great pleasure that I introduce you to Greenbank High School, a high-achieving, all girls academy.

Would you like to join a well-established and successful team in a consistently high performing, oversubscribed, 11-16 school that focuses on each child as an individual whilst fostering a sense of belonging to a rich and diverse community? Greenbank High School is committed to supporting every child to develop to their full academic potential whilst experiencing a wide and exciting range of opportunities to equip them with the skillset for a successful future as rounded, mature and confident members of modern British society.

As a school and a member of Southport Learning Trust we are determined to *inspire* our students through learning both inside and outside the classroom, *care* for individual pastoral needs and *achieve* the highest academic standards.

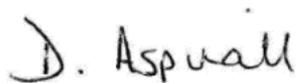
We are seeking to appoint a bright, proactive colleague to join our team as soon as possible to ensure the smooth and efficient administration of the school office. The Lead Administrator and Examinations Officer will assume a broad range of responsibilities.

If you have strong administrative and customer service skills, are adaptable and willing to work hard we'd love to hear from you. Experience of working in a similar setting is desirable but not essential. A team player with the ability to work under pressure will get the best out of the role.

I am very proud of the school, its pupils, staff and governors. We are a dynamic learning community built on traditional values. Education at Greenbank provides much more than exam excellence. It aims to develop and nurture all students to take their place as caring and confident young women in the outside world.

We have a strong safeguarding culture and will expect you to share this commitment.

We look forward to receiving your application.



Davina Aspinall  
Headteacher

**Headteacher** Ms Davina Aspinall BSc (Hons) NPQH  
**Greenbank High School** Hastings Road, Southport PR8 2LT  
**T** 01704 567591 **E** [enquiries@greenbankhigh.co.uk](mailto:enquiries@greenbankhigh.co.uk) **W** [www.greenbankhigh.co.uk](http://www.greenbankhigh.co.uk)

Greenbank High School is part of Southport Learning Trust. For details of all Trust schools, and the aims and objectives of the organisation, visit [www.southportlearningtrust.org](http://www.southportlearningtrust.org)

Southport Learning Trust is a Company Limited by Guarantee Reg No 7790934  
Registered Address — Morningson Road, Southport PR9 0TT

Further information can be found on our website [www.greenbankhigh.co.uk](http://www.greenbankhigh.co.uk) where you can learn more about the school and download an application form.

Completed application forms should be emailed to [recruitment@greenbankhigh.co.uk](mailto:recruitment@greenbankhigh.co.uk)

For any enquiries please contact [recruitment@greenbankhigh.co.uk](mailto:recruitment@greenbankhigh.co.uk) or telephone 01704 567591 and speak to Mrs Murphy.

*Southport Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check.*



**Headteacher** Ms Davina Aspinall BSc (Hons) NPQH  
**Greenbank High School** Hastings Road, Southport PR8 2LT  
**T** 01704 567591 **E** [enquiries@greenbankhigh.co.uk](mailto:enquiries@greenbankhigh.co.uk) **W** [www.greenbankhigh.co.uk](http://www.greenbankhigh.co.uk)

Greenbank High School is part of Southport Learning Trust. For details of all Trust schools, and the aims and objectives of the organisation, visit [www.southportlearningtrust.org](http://www.southportlearningtrust.org)

Southport Learning Trust is a Company Limited by Guarantee Reg No 7790934  
Registered Address — Mornington Road, Southport PR9 0TT



## Examinations Officer / Lead Administrator – Job Description

**Responsible to:** Assistant Headteacher and the Office Manager.

**Responsible for:** The Lead Administrator and Examinations Officer is responsible for the daily management, administration and delivery of administrative operations in the school/site in order to ensure that they are accomplished in an effective and efficient manner, using tact and diplomacy, maintaining confidentiality and within policy/procedural guidelines.

To be responsible for the smooth running and administration of all internal and public examinations and to liaise with teachers, students, parents and examination boards in respect of examination requirements, entries, results and communications, whilst also ensuring that the school adheres to all Awarding Bodies' regulations.

**Salary:** NJC Grade G, points 20 to 25, £30,296 to £33,945

**Contracted Hours:** Full time - 36 hours per week

### Key Duties and Responsibilities:

#### Lead Administrator

- To ensure the smooth day to day management of the Administration Team and deputise for the Office Manager, as and when appropriate
- To develop a customer services culture within the team, that exceeds stakeholder expectations
- To support the line management of members of the Administration Team, to support the school including delegating and allocated workloads as needed, provide assistance and support to the Administration Team in order to enhance their development
- To develop and maintain accurate information within the school's data management systems (Arbor, MS Teams, SharePoint) and other electronic/manual filing systems
- To be responsible for the preparation and submission of relevant DfE returns including the termly School Census return

**Headteacher** Ms Davina Aspinall BSc (Hons) NPQH  
**Greenbank High School** Hastings Road, Southport PR8 2LT  
**T** 01704 567591 **E** enquiries@greenbankhigh.co.uk **W** www.greenbankhigh.co.uk

Greenbank High School is part of Southport Learning Trust. For details of all Trust schools, and the aims and objectives of the organisation, visit [www.southportlearningtrust.org](http://www.southportlearningtrust.org)

Southport Learning Trust is a Company Limited by Guarantee Reg No 7790934  
Registered Address — Mornington Road, Southport PR9 0TT



- Develop a strong understanding of all administrative processes and develop ongoing efficiencies across the school, including assisting the updating and maintaining relevant school policies and handbooks and guides
- To work closely with relevant members of the Senior Leadership Team to ensure that administrative tasks relating to whole school calendar are carried out in an efficient and timely manner
- To ensure that confidentiality within the team is maintained and that direct reports understand the scope of data protection legislation/ GDPR in the workplace
- To coordinate administration support and accurate record keeping of attendance, admissions, communications, student data, FSM, pupil premium, cashless payments, biometrics, immunisations, post, student photos, reception, reprographics, stock and supplies, lost property, and trips
- Coordinate school events including: celebration and awards evenings, year 6 summer school, open evenings/days, community fairs, primary visits
- Undertake and implement recruitment, induction, appraisal, training, coaching and mentoring of administrative staff, and rigorous performance management which ensures top quality performance from the administrative team including apprenticeship opportunities

#### **Examinations Officer**

- Be the school's principal link with examination boards and assume the role of Head of Centre for administrative purposes. Support leaders regarding examination-related issues and disseminate to relevant staff, literature regarding examinations or syllabuses, sent by examination boards
- To be the point of contact for examination boards and acquire and maintain an up-to-date knowledge of the examinations system, examination board regulations and any changes/updates
- Plan and publicise, each year, to staff, parents and students, the examinations schedule encompassing internal and public examinations
- Liaise with examination boards regarding all aspects of policy relating to examination regulations, attending, when appropriate, in-service training provided by examination boards, the QCA and other bodies
- Ensure that systems to be used for submission of examination entries and for the receipt, recording and issuing of results and certificates are working effectively and reviewed on a regular basis
- Lead a team of up to 15 invigilators and working with senior staff to oversee the recruitment of invigilators. Be responsible for the training and development of the invigilation team
- Prepare and communicate an invigilation timetable and ensure that sufficient staff are available to meet all requirements
- Be responsible for the examinations budget, liaising with the Assistant Headteacher, and keep accurate and up-to-date records of examination entry costs and other relevant financial issues
- Carry out the decisions of senior leaders in relation to choice of exam boards, examinations and entries and liaise with school leaders regarding all examination entries and the timetable by which entries must be made

**Headteacher** Ms Davina Aspinall BSc (Hons) NPQH

**Greenbank High School** Hastings Road, Southport PR8 2LT

**T** 01704 567591 **E** [enquiries@greenbankhigh.co.uk](mailto:enquiries@greenbankhigh.co.uk) **W** [www.greenbankhigh.co.uk](http://www.greenbankhigh.co.uk)

Greenbank High School is part of Southport Learning Trust. For details of all Trust schools, and the aims and objectives of the organisation, visit [www.southportlearningtrust.org](http://www.southportlearningtrust.org)

Southport Learning Trust is a Company Limited by Guarantee Reg No 7790934  
Registered Address — Mornington Road, Southport PR9 0TT

- Be the principal administrator in preparing and submitting all examination entries to the relevant examination boards
- Receive, check and distribute examination entry statements to students, making and submitting any amended entries to examination boards
- Manage the receipt of examination results on results days, including the main August examination results days, in liaison with the Assistant Headteacher and to organise the distribution of results to students and the relevant summaries and data to the Headteacher, Senior and Middle Leadership Teams
- Receive and process requests for remarks, receipt of scripts and appeals against results, liaising, as required, with relevant colleagues regarding educational aspects of such actions
- Oversee the arrangements for special arrangements for relevant students, liaising with examination boards and the school's Special Educational Needs department
- Organise the sittings for all examinations, including internal school examinations, booking venues and publicising the examination schedule to staff and students
- To publicise the examination schedule to families via school communication channels
- Ensure that all public examinations take place according to regulations published by the examination boards and that such regulations are publicly displayed and students informed
- Receive examination papers and other relevant materials sent by examination boards and keep them in a secure place in the Examinations Store; collect, log and dispatch all examination scripts, for marking
- Maintain accurate records of all examinations, including seating plans and registers
- Receive, disseminate, collect and return requests for predicted grades and other information requested by examination boards.
- Make arrangements for students taking examinations, using laptops, or otherwise, sitting examinations outside of the normal venues
- Maintain the Examinations store in an appropriate manner, developing clear administrative systems, ensuring examination materials, including furniture, are kept securely and in a well-maintained condition
- Liaise with relevant staff regarding the organisation of examinations, student discipline during examinations and any issues related to student conduct relevant to examinations
- Assist, as required, with internal school examinations and other occasions when students are tested/ assessed in examination conditions
- Assist, as required with processing and analysis of examination results

### **Other Duties**

- Working under the guidance of the Office Manager in the administration of the marketing strategy, ensuring consistency with our house style and brand guidelines
- To work closely with other members of the wider support staff team to support the smooth running of the school
- Covering staff absences, when necessary, as part of a trained Administrative Team with the ability to undertake other administrative roles at the levels required to carry out those duties
- Contribute towards the wider school objectives and improvements
- To participate in appropriate staff training
- To carry out any other duties of a similar nature which are commensurate with the role
- Other reasonable duties as required by your line manager

**Headteacher** Ms Davina Aspinall BSc (Hons) NPQH

**Greenbank High School** Hastings Road, Southport PR8 2LT

**T** 01704 567591 **E** [enquiries@greenbankhigh.co.uk](mailto:enquiries@greenbankhigh.co.uk) **W** [www.greenbankhigh.co.uk](http://www.greenbankhigh.co.uk)

Greenbank High School is part of Southport Learning Trust. For details of all Trust schools, and the aims and objectives of the organisation, visit [www.southportlearningtrust.org](http://www.southportlearningtrust.org)

Southport Learning Trust is a Company Limited by Guarantee Reg No 7790934

Registered Address — Morningson Road, Southport PR9 0TT

### **Support for the School**

Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.

Contribute to the school ethos, aims and development/improvement plan.

Work as part of a team, appreciating and supporting the role of other people in the team.

Attend and participate in meetings as required.

Undertake personal development through training and other learning activities, including performance management as required.

**Note** This is not a comprehensive list of all tasks which may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

### **General**

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it's grading.

All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.

School has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.

All staff are to deal with all student data in the strictest confidence. Any member of staff in breach of this confidentiality will be subject to disciplinary procedures being invoked.

The post is registered as exempt from the Rehabilitation of Offenders Act 1974 and in accordance with the Police Act; the successful candidate must be able to obtain satisfactory enhanced criminal record disclosure in order to be appointed to the post. In this respect, a criminal record check will be undertaken prior to confirmation of appointment.

This job description is subject to change with the agreement of the post holder.

**Headteacher** Ms Davina Aspinall BSc (Hons) NPQH

**Greenbank High School** Hastings Road, Southport PR8 2LT

**T** 01704 567591 **E** [enquiries@greenbankhigh.co.uk](mailto:enquiries@greenbankhigh.co.uk) **W** [www.greenbankhigh.co.uk](http://www.greenbankhigh.co.uk)

Greenbank High School is part of Southport Learning Trust. For details of all Trust schools, and the aims and objectives of the organisation, visit [www.southportlearningtrust.org](http://www.southportlearningtrust.org)

Southport Learning Trust is a Company Limited by Guarantee Reg No 7790934

Registered Address — Morningson Road, Southport PR9 0TT

## Examinations Officer / Lead Administrator – Person Specification

Personal Attributes Required (considerations)	Essential (E) or Desirable (D)	Method of Assessment
<b><u>QUALIFICATIONS / TRAINING</u></b> A good level of education including English and Maths GCSE [A* to C/4 - 9] NVQ Level 3 in Administration or equivalent qualification or experience	E E	AF AF + I
<b><u>EXPERIENCE</u></b> Experience of management of clerical/administrative/financial work Successful line management experience of a team, including performance management Knowledge of relevant policies/codes of practice and an awareness of relevant legislation Basic awareness of inclusion, especially within a school setting	D D D E	AF + I  AF + I AF + I
<b><u>SKILLS / KNOWLEDGE / APTITUDE</u></b> Excellent communication and organisational skills Ability to work hard under pressure while maintaining a positive, professional attitude Ability to organise and prioritise workload and work on own initiative Excellent personal, oral and written presentation skills Diary and Events Management Successful administrative or clerical experience, ideally in an educational environment Successful experience of working with general public, young people and colleagues The ability to work to agreed quality levels and service standards	E E E E D E E E	AF + I
<b><u>TEAM WORKING</u></b> Willingness to make a positive contribution to the wider life and ethos of the School Ability to develop effective professional relationships with colleagues, students and parents Demonstrate an non-judgemental approach to values, views and needs of others	E E E	AF + I AF + I AF + I
<b><u>ORGANISATIONAL AWARENESS</u></b> Keep up-to-date on changes/new developments in own and other areas of the schools activities and their impact on the schools performance	E	AF + I

**Headteacher** Ms Davina Aspinall BSc (Hons) NPQH

**Greenbank High School** Hastings Road, Southport PR8 2LT

**T** 01704 567591 **E** enquiries@greenbankhigh.co.uk **W** www.greenbankhigh.co.uk

Greenbank High School is part of Southport Learning Trust. For details of all Trust schools, and the aims and objectives of the organisation, visit [www.southportlearningtrust.org](http://www.southportlearningtrust.org)

Southport Learning Trust is a Company Limited by Guarantee Reg No 7790934

Registered Address — Morningson Road, Southport PR9 011



<p><b><u>ADAPTABILITY</u></b> Supports the change process, remaining positive during times of change Willingly co-operates with others and highlights potential problems in a positive and supportive way</p>	<p>E E</p>	<p>AF + I AF + I</p>
<p><b><u>USE OF TECHNOLOGY</u></b> A strong working knowledge of Microsoft 365 software, including Excel and Word  Experience of MIS – Arbor/SIMS  Is able to share skills and knowledge with colleagues and has a willingness to remain proficient as the technological needs of the school change</p>	<p>E  D  E</p>	<p>AF + I  AF + I  AF + I</p>
<p><b><u>PROFESSIONAL VALUES AND PRACTICE</u></b> Ability to build and maintain successful relationships with pupils and adults, treating them consistently, with respect and consideration Ability to work collaboratively with colleagues both within school and other organisations, and carry out the role effectively, knowing when to seek help and advice Ability to improve own practice through observations, evaluation and discussion with colleagues Possess integrity, optimism, resilience, calmness and a sense of proportion The ability to display a calm, tactful and responsible attitude Flexible approach and the ability to adapt to change within the working environment</p>	<p>E  E  E  E E E</p>	<p>AF + I  AF + I  AF + I  AF + I AF + I AF + I</p>
<p><b><u>SPECIAL REQUIREMENTS</u></b> Requirement to complete Support Staff Induction Programme Undertake training, as appropriate</p>	<p>E</p>	<p>I</p>

**Headteacher** Ms Davina Aspinall BSc (Hons) NPQH

**Greenbank High School** Hastings Road, Southport PR8 2LT

**T** 01704 567591 **E** enquiries@greenbankhigh.co.uk **W** www.greenbankhigh.co.uk

Greenbank High School is part of Southport Learning Trust. For details of all Trust schools, and the aims and objectives of the organisation, visit [www.southportlearningtrust.org](http://www.southportlearningtrust.org)

Southport Learning Trust is a Company Limited by Guarantee Reg No 7790934

Registered Address — Mornington Road, Southport PR9 0TT

## Application & Interview Process

Application forms must be received by **9:00am, Monday 3 June 2024**.

**Interviews will take place week commencing Monday 3 June 2024.**

Applicants are welcome to visit the school before submitting their application. If you would like to do this please contact Diane Murphy, HR Officer, via [recruitment@greenbankhigh.co.uk](mailto:recruitment@greenbankhigh.co.uk) 01704 567591 ext 124.

**Southport Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check. At least one member of our recruitment team for this post is Safer Recruitment trained and we adhere to Southport Learning Trust's Recruitment and Selection Policy for Employees and Volunteers.**

We are proud to have an organisational culture where employees with varying perspectives, skills, life experiences and backgrounds – the best and brightest minds – can work together to achieve excellence and realise individual and organisational potential.

**Headteacher** Ms Davina Aspinall BSc (Hons) NPQH  
**Greenbank High School** Hastings Road, Southport PR8 2LT  
**T** 01704 567591 **E** [enquiries@greenbankhigh.co.uk](mailto:enquiries@greenbankhigh.co.uk) **W** [www.greenbankhigh.co.uk](http://www.greenbankhigh.co.uk)

Greenbank High School is part of Southport Learning Trust. For details of all Trust schools, and the aims and objectives of the organisation, visit [www.southportlearningtrust.org](http://www.southportlearningtrust.org)

Southport Learning Trust is a Company Limited by Guarantee Reg No 7790934  
Registered Address — Mornington Road, Southport PR9 0TT