



12 March 2026

# THE ROSE SCHOOL

CANDIDATE INFORMATION PACK

SCHOOL ADMIN/EXAMS OFFICER

# DOCUMENT CONTROL

## Information

<b>Creation date</b>	12/03/2026
<b>Recruitment Lead for post</b>	Clare Chamberlain
<b>Recruitment Lead contact email</b>	sbm@rose.lancs.sch.uk
<b>Template version</b>	Candidate Information pack   Administration
<b>Category</b>	Recruitment
<b>Role</b>	School Admin & Exams Officer
<b>Closing Date</b>	Monday 13 <sup>th</sup> April 2026 at 12:00pm
<b>Hours</b>	37 hours per week Term Time only plus 2 weeks
<b>Interview Date</b>	TBA
<b>Start Date</b>	ASAP
<b>Salary Grade</b>	Grade 6 Point 11

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## Introduction to the role

Do you want to work in a unique SEN school where your support will make a real difference to pupils' lives and ambitions for their future?

We have an exciting opportunity for a dynamic individual to join the administration team at The Rose School supporting across general administration, finance and wide-ranging school support functions depending on experience. The successful candidate will work closely with the existing office staff, School Business Manager and other senior leaders in a number of administration areas to maintain and continually improve the school.

You will be joining a supportive, talented, and friendly staff team where ideas are shared, staff are listened to, and you will help to shape the future direction of the school. Our pupils deserve the best teachers who can inspire and ensure the best outcomes possible. All staff including none education support roles are expected to play an active role interacting with our pupils, encouraging and inspiring them to become the best they can.

We would welcome applications from suitably experienced administration officers and/or finance professionals.

We welcome applications from less experienced candidates looking to professionally develop and the school will support the right person in any new areas for them. Experienced persons are also welcome to apply, these maybe offered at a higher starting grade if they already have some or all the desirables listed in the job spec and professional development would also be supported as required.

Grade offered is dependent on existing grade/previous job grade and experience evidenced through application form, references, and interview.

The school are ideally looking to appoint someone working term time plus working through some of the school holidays where key out of term tasks can be completed in preparation for new terms.

Consideration will be considered for persons looking for less/more days/hours and salary adjusted pro-rata accordingly, subject to agreement with the school business manager.

For more information about the school please visit our website

<https://www.theroseschoolburnley.co.uk/>

Please read the job description and person specification contained within this document carefully.

For more information on the role, discuss none term time working, informal chat or arrange a visit to look around please contact the recruitment lead for this post School Business Manager Clare Chamberlain on 01282 683050 or email [sbm@rose.lancs.sch.uk](mailto:sbm@rose.lancs.sch.uk)

The Rose School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be subject to an enhanced DBS check. The post you are applying for is covered by the Rehabilitation of Offenders (Exceptions) Act 1975.

If successful you will be required to apply to the Disclosure and Barring Service for a 'disclosure'.

**Applications must be accompanied by a supporting letter and be a maximum of 2 side of A4 and in font size 12.**

Rehabilitation of offenders Act 1974 - details of any criminal record spent or unspent should be sent to the Chair of Governors at the school address by the closing date.

Completed applications must be submitted electronically to: [sbm@rose.lancs.sch.uk](mailto:sbm@rose.lancs.sch.uk)

Thank you for your interest in the role and we look forward to hearing from you soon.

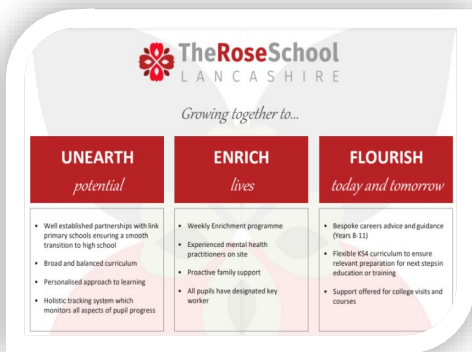
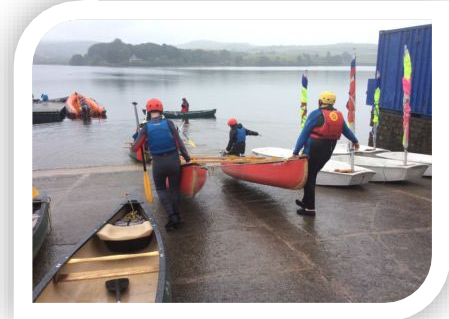


School Business Manager

## About the school

### Who Are We?

The Rose School is a Secondary Special Day School in East Lancashire. The Rose School is a small school that welcomes young people who face social, emotional and mental health challenges. All pupils have an EHCP for SEMH or ASD. We provide a safe, caring and supportive environment where each child's progress is central to our aims and purpose. We provide specialist support and guide each pupil on their individual journey, using rewards and consequences to encourage pupils towards greater responsibility and positive choices.



### What Do We Do?

Here at The Rose we believe that all our pupils are unique, special and deserving of the best education we can provide. We unearth their uniqueness and enrich it with education, allowing them to flourish on the next step of their journey. We offer a range of subjects and other opportunities that allow pupils to find what excites and inspires them, creating a lifelong interest in learning. Activities promoting independence, responsibility and leadership help to uncover strengths, which the pupils can use in the pursuit of success. Achievement may be academic or vocational or about personal growth, but it always begins with a pupil unearthing their unique potential.

### Why Do We Do It?

Every member of staff who works at The Rose School believes in the young people we support. We listen and encourage each child to be their own guide along the route to success. We know that pupils learn best when they feel safe, nurtured and listened to in an environment that offers creativity alongside stability and routine. Our broad curriculum is relevant, rewarding and prepares pupils for adult life. Pupils achieve more when they have a sense of well-being and belonging. Our school pays individual attention to each pupil to ensure they find their own way by accessing appropriate learning opportunities and receiving individual support.



## Personal Specification

Post Title	School Admin/Exams Officer	
Grade	6	
Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form (AF), interview (I), reference (R), OBSERVATION (O))
<b>Qualifications</b> GCSE or equivalent (English and Maths)	E	AF
<b>Professional knowledge and experience</b> Experience of working in a similar role OR specialised skills acquired through significant on the job experience	E	AF
Working in School	D	AF/I/R
SEN Experience	D	AF/I/R
Good understanding of office practices, processes and procedures	D	AF/I/R
Experience in administrative / finance roles.	D	AF/I/R
Basic Arbor administration	D	AF/I/R
Experience within a school administration role	D	AF/I/R
Petty Cash handling and associated processes	D	AF/I/R
Evidence of current continuous professional development	D	AF/I/R
Website/social media administration	D	AF/I/R
<b>Knowledge/skills/abilities</b> Strong communication and interpersonal skills	E	AF/I/R
Effective/collaborative team member	E	AF/I/R
Meeting Clerk – Minute taking and write up	D	AF/I/R
Strong IT skills – word/excel/MS teams	E	AF/I/R
<b>Personal Qualities</b> Ability to relate well to children	E	AF/I/R
Ability to work as part of a team	E	AF/I/R
Flexible attitude to work	E	AF/I/R
Good communication skills (oral and written)	E	AF/I/R
Sense of humour	E	AF/I/R
Enthusiastic, self-motivated, hardworking and dedicated	E	AF/I/R
Professionalism – high expectations and standards	E	AF/I/R
Good attendance record	E	AF/I/R
<b>Other</b> Commitment to safeguarding and protecting the welfare of children and young people	E	AF/I/R
Commitment to equality and diversity	E	AF/I/R
Commitment to health and safety	E	AF/I/R
Fully support our vision for the best outcomes for all children	E	AF/I/R
Commitment to all aspects of school life, extra-curricular, extended school activities and residential visits	E	AF/I/R
Commitment to undertake professional development / INSET	E	AF/I/R

## Job Description

<b>Post Title</b>	School Admin/Exams Officer
<b>Grade/Salary</b>	6
<b>Location</b>	The Rose School
<b>Responsible to</b>	School Business Manager
<b>Staff Responsible For:</b>	N/A
<b>Purpose of the role (job statement)</b>	
<p>Under the reasonable direction of the School Business Manager, carry out the professional duties of a school administrator &amp; finance officer.</p> <p>To be responsible for supporting and development of financial and administrative services across the school.</p> <p>Contribute to raising standards and efficiency of all processes.</p>	
<b>Main Activities</b>	
<b>Key duties</b>	
<p>Routine Clerical/Administrative/Teacher/Pupil Support</p> <ul style="list-style-type: none"> <li>• Provide routine clerical/administrative support including: <ul style="list-style-type: none"> <li>○ filing correspondence;</li> <li>○ photocopying and routine reprographics and associated administration;</li> <li>○ accessing E Mail/School Portal;</li> <li>○ assist in the clerical arrangements for trips/school events etc;</li> <li>○ maintain registers eg pupil/staff absence/milk money including associated returns/summaries.</li> <li>○ Obtaining reasons for pupil absence from parents</li> <li>○ contact point for admissions including recording of basic data;</li> <li>○ collating pupil reports.</li> </ul> </li> <li>• General welfare support where required including liaison with staff and/or parents.</li> <li>• Organise storage and repair or supplies and office/classroom resources.</li> <li>• Undertake reception duties including answering telephone and responding to routine queries and enquiries</li> <li>• Greeting and directing visitors.</li> <li>• Receive and distribute incoming mail/record and post outgoing mail.</li> <li>• General Clerical/Administrative/Teacher/Pupil Support <ul style="list-style-type: none"> <li>○ Undertake standard word processing.</li> <li>○ Maintain/update manual/computerised record/management information systems and completion of routine returns/production of basic statistical data.</li> <li>○ Dealing with school diary.</li> <li>○ Ordering supplies and equipment/maintain stock.</li> <li>○ Undertaking routine correspondence.</li> </ul> </li> <li>• First Aid support</li> <li>• First Aid and Medication stock control and replenishment</li> <li>• Allergy Lead for communication for students and staff</li> <li>• To assist the School Business Manager and governing body with income generation activities and in promoting and marketing the school.</li> </ul>	

- To arrange the provision, analysis and evaluation of data, detailed reports and information to the senior leadership team, the governing body and outside agencies
- Undertake a PA role to the School Business Manager, Headteacher or other senior member of staff.

#### Financial

- Raise orders/processing invoices.
- Provision of occasional expenditure records.
- Undertake routine financial administration e.g., Postage system / petty cash.

#### Meeting Support (Minute Clerk) (Subject to experience)

- Professional conduct during internal and external meetings.
- Handle all meetings with the highest degree of confidentiality.
- Support SLT, including SENCO and Safeguarding in taking professional minutes for meetings in a timely manner.
- Strong IT skills

*Professional Minute taking to support school meetings across various areas is desirable. Should the successful candidate not have relevant experience this will be reflected in salary grade offered and may not form part of their duties should they not have the relevant skills and experience. CPD for the right candidate to develop in this area will be considered.*

#### Social Media Support

- Upload any new content to all social media and remove out of date documents/photographs
- Communicate all events to parents and carers through all online means
- All social posts to carry the same message across all platforms

#### Communication and Liaison

- Communicate effectively with the parents/carers of students as appropriate.
- Where appropriate, communicate and co-operate with persons or bodies outside the school.
- Follow agreed policies for communications in the school.

#### School Ethos

- Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example.
- Promote actively the school's corporate policies.
- Comply with the school's health and safety policy and undertake risk assessments as appropriate

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

### Exams Officer

- Set up and maintain exam seasons and candidates in Exams Organiser (Arbor)
- Collate and complete entries for all exams during academic year
- Responsible for the secure storage of all live exam papers as per JCQ Inspector standards
- Management of Access Arrangements – applications and implementation
- Plan and prepare exam rooms and seating arrangements
- Prepare and complete Invigilator and Access Arrangement training for all staff
- Input grades/outcomes for Non Exam Assessments via exam boards
- Ensure all forms for Non Exam Assessments are completed i.e. S&L Assessments
- Co-ordinate exam room preparation and organise equipment prior to exams
- Collate and complete relevant administration tasks prior to sending off scripts for marking
- Meet with JCQ Inspector and go through policies/exam processes
- Import results into Exams Organiser from A2C and complete analysis of results for SLT
- Generate Individual Candidate Statement of Results for students
- Submit headline GCSE results to Local Authority
- Receive and distribute certificates to students

*Exams Officer is a very specific role and its anticipated not all applicants will have this. Depending on candidate experience not all duties may be required/expected.*

*Knowledge gaps in skills will be covered via training or allocated to another staff member or guided through 3rd party support.*

### ICT Support

- Allocation/manage of staff equipment
- Management of school documents across digital platforms
- Manage access control to buildings and digital documents
- GDPR support

### Website and External communication

- Upload any new content to webpages and remove out of date documents/photographs
- Ensure all up to date policies are published on the Policies page
- Update Policies Matrix when policies are updated and published on the website
- Manage the schools communication app – In app Messenger in Arbor

### Communication and Liaison

- Communicate effectively with the parents/carers of students as appropriate.
- Where appropriate, communicate and co-operate with persons or bodies outside the school.
- Follow agreed policies for communications in the school.

### Miscellaneous

- Liaise with alternative education providers regarding places and complete referral forms when required

- Assist with funding/grant submissions
- Manage stocks of supplies and consumables
- Support the maximisation of funding for the school through identifying income streams (e.g. Extended Services partnerships).
- Support the School Business Manager with their role as required

#### Meeting Support (Minute Clerk) (Subject to experience)

- Professional conduct during internal and external meetings.
  - Handle all meetings with the highest degree of confidentiality.
  - Support SLT, including SENCO and Safeguarding in taking professional minutes for meetings in a timely manner.
  - Strong IT skills

#### School Ethos

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### Additional Information

The above document sets out the area of work in which duties will generally be focused and gives an example of the type of duties that the postholder could be asked to carry out. PLEASE NOTE that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

### Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

### Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

### Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

### Skills Pledge

We are committed to developing the skills of our workforce.

### Disclosure and Barring Service (DBS)

The Rose School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be subject to an enhanced DBS check. The post you are applying for is covered by the Rehabilitation of Offenders (Exceptions) Act 1975. If successful you will be required to apply to the Disclosure and Barring Service for a 'disclosure'.

### References

At least two references are requested for each shortlisted applicant, one of which must be the current or most recent employer. If the applicant is not currently working with children, but has done so in the past, a third reference maybe sought from the employer for whom the candidate was most recently employed to work with children. We will always consider your references before confirming a job offer in writing.

### Online Search

As part of the statutory guidance for Keeping Children Safe in Education (KCSIE) guidance, an online search will be carried out on shortlisted candidates. This may help identify any incidents or issues that have happened and are publicly available online in respect to Keeping Children Safe in education only. Applicants may be questioned at interview on any matters arising.

### Applying

Completed applications must be submitted electronically to: [sbm@rose.lancs.sch.uk](mailto:sbm@rose.lancs.sch.uk)