

## **Full job description**

### **In Toto Ed - A Vibrant and Inclusive School Community**

School Administrator and Exams Officer Fordham

Hours: Monday – Friday 08:30am-16:30pm Term time only (39 weeks per year) plus 3 weeks.

In toto ed is a thriving educational establishment that prides itself on its commitment to providing a nurturing and supportive environment for all its pupils. With a strong focus on academic excellence, personal development, and community engagement, the school has established itself as a beacon of educational excellence in the local area.

In Toto Ed is a specialist education provision that supports young people with complex needs, including social, emotional, and mental health difficulties. Our school community is built on the foundations of compassion, respect, and a deep-rooted belief in the potential of every young person who walks through our doors. We are dedicated to helping our students overcome the challenges they face and empowering them to reach their full potential, both academically and personally.

In Toto Ed London is seeking to appoint a highly motivated and professional individual to join our team and ensure student daily attendance is accurately recorded and drive forward the safeguarding standards with our education provision, the candidate will also be the exams officer.

You must be passionate about making a genuine difference to the young people we support and putting them at the heart of everything we do. We are looking for a successful, highly organised individual with a professional approach to work, under the direction of the Senior Leadership Team, to play a pivotal role in raising school attendance.

#### **Key Responsibilities:**

- Providing timely support to senior leaders, teachers and other staff in ensuring that safeguarding and behaviour incidents are reported and recorded appropriately
- Communicating with parents, carers, local authorities and other appropriate stakeholders
- Liaising with senior leaders, the Designated Safeguarding Lead and deputy safeguarding leads to complete attendance record keeping
- Supporting senior leaders and teachers in the pursuit of the best possible attendance of all students
- Engaging with vulnerable students, families, and external agencies to formulate a package of support to remove barriers to learning and improve outcomes
- Assisting the Head of School and teaching team with ad hoc admin duties
- Manning the reception desk and providing excellent customer service
- Maintaining and updating student records and the school's information systems
- Coordinating school trips and student transport
- Providing administrative support for EHCP reviews and referrals

## Essential Qualifications and Experience:

- Comprehensive working knowledge and understanding of safeguarding practice
- Experience in supporting students with mental health and complex needs
- Ability to communicate effectively with young people, parents, and external agencies
- Strong organisational and administrative skills, with a keen eye for detail
- Proficient in the use of ICT and data management systems
- Excellent written and verbal communication skills

## Desirable Qualities:

- Ability to work collaboratively as part of a team
- Resilience and a flexible approach to work
- Passion for making a positive difference in the lives of young people

## Salary: £21,000 to £25,000 dependent on experience

This is an excellent opportunity to join a vibrant and inclusive school community that is dedicated to supporting young people with complex needs. As part of the In Toto Ed team, you will have access to a range of benefits, including:

There are considerable additional benefits that are available to staff as an In Toto Ed employee. The main benefits are listed below:

- Unlimited access to an award winning CPD platform
- Term time only (39 weeks including 5 inset days) **Fully funded Level 3 Paediatric First Aid Qualification for all staff**
- Fully funded enhanced DBS
- Accredited support through QTLS
- Training grants for qualifications, including NPQ, NPQSL and NASENCO
- Access to extensive professional development opportunities
- Cycle to work scheme
- Free onsite parking
- Health Assured EAP programme which includes varied types of counselling, 24/7, 365 confidential helpline, mental health crisis phone support
- Access to my healthy advantage app which includes: wellness plans, rewards including discounts with a variety of retailers including travel agents and gyms
- Bonus for staff with 100% attendance to work (per academic year)
- Small class groups
- Employee recognition and service awards
- Casual Dress Code Company pension
- Free Specsavers eye test
- Work Laptop or MacBook provided
- Free tea and coffee
- Bonus for referring a friend to In Toto Ed
- See our recruitment pack by following the link below:

If you are passionate about making a difference and are looking for a rewarding and challenging role, we encourage you to apply for this position. Please follow the link below to access our recruitment pack and submit your application.

[https://www.in-toto-ed.com/\\_files/ugd/62ad35\\_c99f15f763fd4a3cacc495c3ce6ab9b6.pdf](https://www.in-toto-ed.com/_files/ugd/62ad35_c99f15f763fd4a3cacc495c3ce6ab9b6.pdf)

Exams officer:

### **Key Responsibilities:**

- To understand the regulations and requirements of all examinations held at the school, both internal and external and undertake training where appropriate.
- To comply and keep up to date with all JCQ and awarding body regulations
- To disseminate information from exam bodies to relevant staff and to deal with complaints and enquiries to do with examinations
- To collect, collate and submit examination entries, amendments, audit grades and other returns necessitated in line with both external and internal deadlines. Work with Examination Officers in other schools to facilitate the transfer of candidates.
- To work professionally with key staff to support their examinations and data requirements, particularly liaising with the Head of School and SENCO to organise special arrangements for students with SEN
- To provide a centre examination timetable for the Head of School, students, and parents/carers
- To organise the examination materials and rooms in accordance with regulations, ensuring the school complies with invigilation, JCQ regulations and examination security regulations, and to effectively manage any JCQ inspections
- To manage the running of internal and external examinations
- Lead assemblies on exam requirements and information for all exam student
- Be in school to download public examination results the day before the results days and share with SLT
- Release GCSE and results to students on results day and be available in school to support with queries and remarks day before
- Organise refreshments and social media content for Results Day
- Support staff to access exam board training
- With the Director of HR, Safeguarding and Compliance to recruit Invigilators
- Ensure all invigilators have appropriate training
- Submit all NEA grades
- Ensure the examination cupboard is stocked with all stationary and equipment needed for public examinations
- Any other Exam requirements, as may arise throughout the academic year

Key requirements:

- Excellent organisational and planning skills with good attention to detail
- Computer literacy
- An ability to deliver to given timelines and targets
- Willingness to learn new systems
- To use own initiative

Job Types: Full-time, Permanent

Pay: £21,000.00-£25,000.00 per year

Benefits:

- Free parking
- On-site parking

Schedule:

- Monday to Friday

Experience:

- IT: 1 year (required)
- Microsoft Office: 1 year (required)

Work Location: In person

Expected start date: 04/11/2024