POSITION: Exams and Admissions Officer

ABOUT US

East Hall School is a unique and growing specialist SEMH school based in rural Hertfordshire, with a strong emphasis on the outdoors, relationships, connection and preparation for life beyond school.

As we develop across multiple sites, our priority is to ensure that every part of East Hall School remains rooted in the same shared ethos: creating safe, nurturing and ambitious environments where young people can reconnect with education, build confidence in themselves and others, and develop the skills they need to participate successfully in the world around them.

We are committed to providing an outstanding educational experience alongside highly individualised social and emotional support. Our curriculum is carefully planned, ambitious and responsive to the needs, interests and aspirations of each student. We recognise that academic progress is most meaningful when young people feel safe, understood and ready to learn.

Our approach is relational and child-centred. Emotional wellbeing sits at the heart of East Hall School, and we place great importance on connection — with trusted adults, peers, animals, the natural environment and, importantly, with oneself. We believe that strong relationships create the foundation from which learning, independence and personal growth can develop.

The majority of our students have an Education, Health and Care Plan (EHCP), and many have experienced significant barriers to education, including trauma, disrupted placements and periods of disengagement from school. We understand that successful education for these young people requires more than simply returning them to a classroom.

As East Hall School continues to grow, we remain committed to retaining the individualised, relational approach on which the school was founded. Our multi-site model enables us to broaden the range of opportunities available to students while maintaining the sense of community, consistency and connection that defines East Hall School.

Our aim is not simply for students to succeed at school, but to leave East Hall with the confidence, qualifications, relationships and practical skills they need to build fulfilling and successful lives.

BASIC INFORMATION			
JOB TITLE	Exams and Admissions Officer	**DEPARTMENT**	Whole School
HOURS	8am – 4:15pm / Term Time plus 2 weeks		
LOCATION	Hitchin		
SUPERVISOR	Office Manager		

Overview of Role:

To lead the accurate, secure and compliant administration of examinations and qualifications, while delivering efficient, compassionate and well-organised admissions support across East Hall School and Learning to Listen. The postholder will coordinate processes, maintain reliable records, meet deadlines and ensure that young people, families, referring professionals and staff receive clear and timely communication.

KEY RESPONSIBILITIES:

EXAMINATIONS AND QUALIFICATIONS ADMINISTRATION

- Plan and manage the annual examinations cycle, including examination entries, timetables, invigilation, results and post-results services.
- Coordinate GCSEs, Functional Skills, vocational qualifications and other accredited assessments as required.
- Ensure compliance with Joint Council for Qualifications (JCQ) regulations, awarding body requirements and examination policies.
- Maintain secure storage, handling and distribution of examination materials, scripts and confidential documentation.
- Organise examination rooms, seating plans, equipment, invigilation arrangements and examination-day procedures.
- Liaise with the SENCo and teaching staff to coordinate examination access arrangements, reasonable adjustments and special consideration applications.
- Communicate examination information, deadlines and results to students, parents, carers and staff.
- Maintain accurate examination records, candidate entries, attendance information and results data.
- Coordinate the distribution of examination certificates and manage enquiries, appeals and post-results services.
- Support examination inspections, compliance checks and the ongoing development of examination procedures.

EAST HALL SCHOOL ADMISSIONS ADMINISTRATION

- Act as the first point of contact for admissions enquiries from parents, carers, local authorities, schools and professionals.
- Receive, record and track local authority consultations and referrals for prospective students.
- Request, collate and securely maintain EHCPs, professional reports, risk assessments and other relevant admissions documentation.
- Monitor consultation deadlines and ensure all relevant information is prepared for consideration by senior leaders.
- Coordinate admissions meetings, school visits, suitability assessments and communication with families and professionals.
- Maintain accurate admissions trackers, placement records, student start dates and school capacity information.
- Prepare and distribute admissions correspondence, including consultation responses, placement offers and transition information as directed.
- Follow up outstanding documentation, funding confirmations and placement arrangements.
- Liaise with the SENCo, safeguarding team and relevant staff to support effective student transitions and induction.
- Provide regular admissions updates and reports to the senior leadership team.

GENERAL ADMINISTRATION AND PARTNERSHIP WORKING

- Provide high-quality administrative support across East Hall School and Learning to Listen.
- Manage telephone enquiries, shared email inboxes and professional correspondence efficiently and sensitively.
- Maintain accurate electronic records, databases, spreadsheets and administrative systems.
- Produce letters, reports, forms and documentation as required by senior leaders.
- Develop and maintain effective working relationships with parents, carers, local authorities, schools and external professionals.
- Support the development and improvement of administrative systems, processes and procedures.
- Ensure all confidential information is managed in accordance with GDPR, data protection requirements and organisational policies.
- Work collaboratively with the wider administrative, academic and leadership teams.
- Prioritise competing demands effectively, particularly during examination periods and busy admissions cycles.
- Attend relevant meetings, training and professional development activities.
- Undertake any other reasonable administrative duties consistent with the responsibilities of the role.

SAFEGUARDING AND PROFESSIONAL RESPONSIBILITIES

- Promote and safeguard the welfare of children and young people at all times.
- Follow organisational safeguarding policies, procedures and reporting requirements.
- Maintain appropriate professional boundaries and confidentiality.

- Demonstrate an understanding of the needs of students with SEND and social, emotional and mental health difficulties.
- Communicate with students, families and professionals in a compassionate, respectful and trauma-informed manner.
- Support the values, ethos and expectations of East Hall School and Learning to Listen.

East Hall School and Learning to Listen are totally committed to safeguarding the welfare of children and young people and expects the same from its employees. All new staff will be subject to enhanced pre-employment clearance, including identity checks, criminal background checks, qualifications checks, social media checks and employment checks to include an exploration of any gaps in employment.