

## JOB DESCRIPTION

**POST TITLE:** Administrative Assistant (SEND, Reception)

**REPORTING TO:** Business Manager

**RESPONSIBLE FOR:** The general systems administration of the school.

**POST GRADING:** Grade AS1

- (i) This job description is not a comprehensive definition of the post. Discussions will take place between the Headteacher and the Receptionist on a regular basis to clarify individual responsibilities within the general framework and character of the post identified below.
- (ii) In drawing up this job description the Headteacher acknowledges his responsibility in those ways defined for Headteachers in his Contract of Employment, to enable the holder of post to carry out the assigned duties and responsibilities. The Headteacher will consult you as appropriate during any review of these duties.

### **1.1 Exercise of general duties**

To assist in the general administration of the school and its functions. To respond to enquiries from parents and others in ways that support and enhance the ethos and aims of the school.

### **1.2 Exercise of particular duties**

You shall perform, in accordance with any directions which may reasonably be given to you by the headteacher or business manager from time to time, such particular duties as may reasonably be assigned to you within the nature and character of the post and, in particular:

#### **Administrative Support to SEND**

- Ensuring that administrative records are maintained for all students on the inclusion register and the academy management information system.
- Ensuring that the SENCO's contacts with students, parents, educational specialists and external agencies are appropriately documented.
- Being responsible for the administration of the Annual Statement Reviews for our students with statements of Special Educational Needs and DAF Team Around the Child meetings and paperwork.
- Being responsible for the co-ordination of meetings internally and externally; ensure communication with external agencies and other external professionals is timely and that all associated admin is undertaken.
- Attend meetings to take minutes and complete all post meeting administration for SEN meetings and reviews.

- Assisting with creating and being responsible for updating SEN Support plans (Individual Provision Maps and Care Plans) for all SEN students.
- Updating the inclusion register, management information systems and online multi-agency tools.
- Supporting the administration of SEN / Safeguarding training; circulating information, arranging bookings.
- Supporting the administration for SATs extra time arrangements.
- Data management for whole school assessment and national testing arrangements.
- Ensuring that SEN data is maintained up to date for all returns to other agencies, local and national government. Responsibility for uploading all applicable SEN information to the LA.

#### Administrative Support to Safeguarding Processes

- Maintenance of the central register.
- The processing and monitoring of DBS checks.

#### Clerical

- To support the general administration of the school as directed by the Business Manager.
- To support the management of the reception area.
- To maintain with the other administrative assistants an effective filing system.
- To liaise with, and support, members of the teaching staff in fulfilling their functions.
- To assist in the organisation of school functions.
- Answering the telephone and dealing with SEN / Safeguarding enquiries and appointments with parents as well as internal and external agencies.
- Undertaking routine clerical tasks including word processing, data inputting, filing, faxing and photocopying including mail merging letters as required.
- Supporting academy administrative staff during absence or with workload as necessary.
- To undertake any other duties commensurate with the grading of the post.

#### **1.3 Other activities:**

- To protect and maintain confidentiality.
- To help to promote pupil's good behaviour and discipline through positive interactions with the pupils and participating fully in strategies agreed as part of any pupil's individual behaviour plan.
- To communicate information effectively to teachers, or other professionals whenever required appropriately to do so.
- To participate in meetings arranged for any of the purposes described above.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person.
- To be aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop.
- To contribute to the overall ethos/work/aims of the school.
- To appreciate and support the role of other professionals.

#### **1.4 Performance Management:**

Participating in arrangements made for the performance management process at this school including:

- reviewing from time to time your own methods and programmes of work;
- participating in arrangements for your further training and development as a school administrator.

#### **1.5 Discipline, health and safety:**

- To maintain good order among the pupils safeguarding their health and safety both when they are authorised to be on the school premises.

#### **1.6 Staff meetings:**

- To participate in meetings at the school which relate to the administration or organisation of the school, including pastoral arrangements.
- To participate in administrative and organisational tasks related to such duties as are described above including the ordering and allocation of equipment and materials commensurate with the position.

#### **1.7 Administration:**

Participating in administrative and organisational tasks related to such duties as are described above (paragraphs 1.1 to 1.6).

#### **1.8 Working time:**

You shall be available to perform such duties at such times and in such places as may be specified by the head teacher for 1500 hours in any school year, those hours to be allocated reasonably throughout those days in the school year on which you are required to be available for work.

Time spent in travelling to or from the place of work shall not count against the hours worked.

You shall not be required under your contract as a school administrator to undertake midday supervision and you shall be allowed a break of reasonable length either between school sessions or between the hours of 12 noon and 2.00pm

## **Part 2**

### **2.1 Basic skills and competences:**

- The ability to manage and disseminate information in a range of different formats in employing various media.
- A willingness to acquire knowledge, understanding and competence in ICT skills.
- A willingness to develop communication skills.
- A willingness to acquire knowledge of the current education framework.
- The ability to work successfully with others with respect to 'getting things done'

**Part 3**

The post requires you to support those who work and learn within the establishment and to do so at the reasonable direction of the Headteacher or his representative. This job description may be reviewed at the end of the academic year or earlier if deemed necessary. It may be amended at any time after consultation with you. The contents of this job description are known to have been, as appropriate, discussed with the post holder in question.

**SIGNED:** .....

**HEADTEACHER**

**SIGNED:** .....

**ADMINISTRATIVE ASSISTANT**

**DATED:** .....