



Southmead Primary School

Post: SEN, SAFEGUARDING and OFFICE ADMINISTRATOR
Scale: Scale 3 Point 5
Responsible to: SENCO / Principal Safeguarding Officer / SBM / Headteacher

PURPOSE OF JOB

The administrator is responsible for supporting with the administrative and organisational processes within the school.

GENERAL DUTIES AND RESPONSIBILITIES

- Provide administrative support to DSL/SENCO and the main office
- Update manual and computerised record/information systems
- Manage and organise completed forms from parents
- Carry out filing, printing and photocopying
- Communicate with parents and professionals
- Keep records in accordance with the school's report retention schedule and data protection law, ensuring information security and confidentiality at all times
- Liaising with Case Managers/Social Workers on DSL/SENCO's behalf
- Manage referrals in conjunction with SENCO/DSL
- Prepare paperwork for EHCPs

RESPONSIBILITIES – SEN (IN CONJUNCTION WITH THE SPECIAL EDUCATIONAL NEEDS CO-ORDINATOR)

- To create and maintain an electronic resource bank of information relating to key topics or type of case e.g. collating relevant case law, guidance and contacts.
- To prepare and maintain an up-to-date timetable of annual review dates
- To prepare the room for annual review meetings, ensuring that all requirements are met.
- To take notes of the proceedings of the meeting in the agreed format.
- To collate meeting notes and information to produce the annual review reports are required.
- To liaise with staff on the recording and record-keeping of student information.
- To liaise with the Senco, ensuring that invitations, reports and papers are sent out in accordance with the statutory guidance and as directed.
- Ensure that up-to-date papers are available in the students' files and on the network as appropriate.

RESPONSIBILITIES – SAFEGUARDING (IN CONJUNCTION WITH THE SAFEGUARDING PRINCIPAL OFFICER)

In order to raise progress and attendance:

- To work with families to improve the quality of parenting and involvement in children's play, development and learning
- To work independently and persistently with families using a range of skills liaising with the Leadership Team
- Update school records on SIMS, analyse attendance data and provide reports to senior managers and other professionals.
- Keep accurate, clear and concise records of all interventions and consultations and update information on the school's attendance system.
- Work on initiatives which raise the awareness of the whole school community on the importance of good school attendance.
- Promote and safeguard the welfare of children that you are responsible for or come into contact with.
- Comply with and ensure that school policies, procedures and risk assessments, for example, Lone Working, Safeguarding, Data Protection and e-safety are followed
- To ensure that the individual needs of families are met through the provision of a range of resources respecting confidentiality at all times
- To respond to the variety of situations which may arise in creative and flexible ways which engage and motivate parents
- To recognise signs and symptoms of physical, sexual and emotional abuse and emotional deprivation and to take appropriate action as part of safeguarding procedures

This job description sets out the main duties. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a re-grading of the post.

Person Specification		
Area	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Knowledge of statutory guidance regulations and policies relating to children in need and safeguarding issues 	
Training/Skills	<ul style="list-style-type: none"> • The ability to keep sensitive information confidential and to liaise constructively with colleagues and families to resolve sensitive issues • Ability to organise and prioritise own workload and to work under pressure, maintaining quality standards and meeting deadlines • Ability to demonstrate excellent interpersonal skills and to communicate effectively, both orally and in writing, with families and carers, school staff, other members of the multi professional team and a wide range of audiences • Ability to use ICT effectively to discharge administrative requirements of the post 	
Experience	<ul style="list-style-type: none"> • Ability to work on own initiative and make professional judgements • Co-ordination of school attendance panel meetings involving parents and other agencies 	
Knowledge & Understanding	<ul style="list-style-type: none"> • Knowledge of Legislation & Guidance relating to School attendance, admissions and exclusion • Knowledge of Every Child Matters – Change for Children Agenda • Knowledge of the common assessment framework and child protection • Knowledge of social inclusion and links between non attendance and low achievement • Knowledge and understanding of the needs of children and young people, the ability to work effectively with children and their parents/carers and involve them in decision making • Effective oral and written communication skills including report writing • Applied knowledge of relevant legislation, guidance and best practice in safeguarding children, including the statutory duties of the Local Authority in ensuring the protection of children • Applied skills in a range of social work approaches and methods especially assessment, planning, implementation and review, facilitating the team around the child, aimed at improving outcomes and the life chances of vulnerable children • Knowledge and understanding of child protection issues • Ability to work collaboratively with other professionals and implement programmes under their guidance • Commitment to working with anti-discriminatory environment • Good communication skills with an ability to use the written medium for purposes of recording and reporting on children’s progress • Commitment to continuing personal and professional development 	
Teamwork	<ul style="list-style-type: none"> • Ability to fulfil a key role with the multidisciplinary team • To liaise closely with children and their families, school staff, school nurse, education welfare officer and other professionals as and when required, whilst maintaining clear lines of communication with the senior leadership team • Maintain issues of confidentiality at all times 	