JOB DESCRIPTION

Job Title: ADMINISTRATIVE ASSISTANT

Job Purpose: To provide administrative and clerical support across a range of different tasks within the SEND Department

Responsible to: SEND Manager

Other functional relationships: SENDCO/SEND team members

Range of Duties:

Tasks will vary as the department's seasonal time bound priorities change but will include the following in the first instance:

1. Providing administrative support for the SEND Manager and SENDCO:

* Update SIMS on regular basis, with changes to SEND needs, linking documents, Sending emails to teachers and other tasks as required.
* Familiarise with SIMS SEND Coding and processes and demonstrate attention to detail.
* Use Excel to produce and manage spreadsheets in order to map key worker involvements, provision and other areas of SEND as required
* Assisting with the administration of SEND Provision for a cohort of approximately 340 children across all year groups
* Administration and regular inputting to Exam Access Process Spreadsheet
* Liaison with other school administrators to ensure attendance of SEND pupils at assessments or interventions, or on any other issues.
* Filing and maintenance of records in SEND office.
* Assisting external services e.g. GPAS, SALT, EP in finding spaces to use for meeting pupils and locating pupils according to timetables
* Typing and other secretarial work for SEND Department.

1. Provision of reception services to pupils, staff, parents and visitors.
2. Providing general administrative support for the SEND Department

**Child Protection**

To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Education Act 2002 and working together in relation to child protection and safeguarding children and young people as this applies to the postholder’s role within the school

To also be fully aware of the principles of safeguarding as they apply to children and young people in relation to the postholder’s role.

To ensure that the postholder’s line manager is made aware and kept fully informed of any concerns which the postholder may have in relation to safeguarding and/or child protection.

**SELECTION CRITERIA**

ADMINISTRATIVE ASSISTANT

### ESSENDTIAL SKILLS/QUALITIES

* Knowledge and experience in the use of standard computer applications including Word and Excel
* Keyboard skills
* Understanding of SIMS and how this database may be used in school to extract information
* Understanding of SEND and additional needs within the school context.
* Excellent communication and interpersonal skills
* Organisational abilities including time management and prioritisation
* Literacy and Numeracy skills at an appropriate level
* Flexible approach – this is an evolving post and candidates will need to have flexible approach as the department's priorities change and develop. The postholder will need to be able to respond positively to change, understanding the department's aims to ensure best practice and meet the criteria for highest grading in relation to departmental OFSTED inspection.
* Experience of using a computerised records system.
* Understanding safeguarding, data protection and confidentiality issues within a school context and SEND.
* Experience of parent and pupil liaison would be an advantage.

Desirable: Awareness of Education Health and Care Plans