

LINDEN LODGE SCHOOL

Job Description



STATUS

Job Title: Administrative Support Assistant - Residential
Accountable to: Head of Residential Care
Grade: Scale 2, point 4

CONTEXT

The postholder will support a variety of administration functions within the Residential Unit for the management Team. These duties include diary management, completion of paperwork, managing files and general record keeping.

The postholder will also take initial phone calls, distribute messages and highlight urgent/pressing issues to the management team.

The postholder will also undertake any other administrative duties that may be required of them by the management team.

Administrative duties

- Receiving initial enquiries into Residential and forwarding these on or answering as appropriate
- Regularly liaise with the Head of Residential regarding administrative duties highlighting anything that may require their urgent attention
- Creating, maintaining and updating records within residential as required
- Managing diaries of the Residential Management Team members
- Assist residential management team with the preparation of documents for meetings as required
- Assist residential management team with the completion of essential paperwork.
- Minuting internal and external Residential meetings

- Liaise with colleagues both inside and outside the department to organise meetings.
- Provide updates to Safeguarding Administrator about any training that has been completed within the Residential Department.

General

- Support with ad-hoc administrative duties across the department as required including (but not limited to) minute taking, archiving and ordering of office supplies.
- Undertake any other duties commensurate with the post and grade that may be required of you by your Line Manager or the Co-Headteachers.

<i>Safeguarding</i>	<p>Be fully aware of and understand the duties and responsibilities arising from the Children's Act and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation</p> <p>Be fully aware of the principles of safeguarding as they apply to vulnerable adults to the workers role</p> <p>Ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection</p>
<i>Leadership</i>	To work under overall supervision of the Headteacher
<i>CPD</i>	Commitment to own continued professional development and to undertake mandatory training as required
<i>Service and Self Review</i>	Participate in the School's Self Review of performance Review methods of effective teaching and learning
<i>Behaviour / Risk Management</i>	Work with other colleagues to ensure safety of both workers and users at all times
<i>Supporting other colleagues</i>	Work with and support other colleagues to ensure the smooth and effective running of the School

GENERAL DETAILS

REVIEW

This job description does NOT define all the duties and responsibilities commensurate with the post. As such, it will be reviewed at the end of the academic year or earlier if necessary and may be amended at any time after consultation with you.