

LINDEN LODGE SCHOOL

Job Description



STATUS

Job Title: Pupil Services Administrator

Hours: 36 hrs per week, term time only (39 weeks per year)

Accountable to: Admissions and Placement Manager

Grade: Scale 2 – Point 4

CONTEXT

The post holder will provide general administration support to the Pupil Services Team as well as minuting statutory and other meetings as required by the Admissions and Placement Manager/Headteacher.

The post holder will assist with the organisation, administrative support and minuting of key departmental meetings. They will liaise with professionals, parents and students (where appropriate).

The post holder will assist with the smooth running of key office processes such as filing and general administration as required.

Organisation

- Assist with organising and preparation of key meetings and events
- Preparation of documents, packs etc for Review and EHCP meetings
- Maintain filing systems ensuring that all key documents/reports are filed in a timely manner.
- Liaise and communicate with teaching, support and therapy staff to ensure all pre-meeting and post-meeting reports and documents are distributed within the statutory timeframes.

Administration

- Administrative support in relation to general day to day running of Pupil Services departments
- Provide routine administrative support to the pupil services if required e.g. photocopying, scanning, filing, faxing, emailing, completing routine forms etc
- Undertake typing, word-processing and other IT based tasks

<ul style="list-style-type: none"> • Maintain confidential records and files in accordance with GDPR provisions and school policies • To update and maintain SIMS records as required 	
Minute Taking <ul style="list-style-type: none"> • Provide minute taking support for Pupil Review, EHCP and other meetings as required • Ensure meeting notes are completed within the required timescales and to the required standards set out in both Statutory guidelines and school policies • Engage with training opportunities in relation to this element as required. 	
Liaison <ul style="list-style-type: none"> • To liaise with a variety of professionals to ensure all preparations for meetings are completed in a timely manner (e.g. Booking of rooms, availability of key stakeholder and communication of and changes in arrangements) 	
School Data <ul style="list-style-type: none"> • Input and maintain school data as required by the Headteacher, Head of School or Admissions and placement manager. 	
Other Relevant Duties <ul style="list-style-type: none"> • Attend and participate in relevant team meetings, CPD sessions and INSET training, as required • To undertake similar duties commensurate with the post and grade as required by your line manager or other member of senior staff. 	
<i>Safeguarding</i>	<ul style="list-style-type: none"> • 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 • Be fully aware of the principles of safeguarding as they apply to vulnerable adults to the workers role • 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
<i>Leadership</i>	<ul style="list-style-type: none"> • To work under the overall supervision of Pupil services/HR manager

<i>CPD</i>	<ul style="list-style-type: none"> • To maintain own professional development and keep up to date with current, local and national trends through attendance at appropriate INSET • Participate in training and other learning activities and performance development as required
<i>Service and Self Review</i>	<ul style="list-style-type: none"> • Participate in the Service's Self Review of Performance
<i>Behaviour / Risk Management</i>	<ul style="list-style-type: none"> • Work with other colleagues to ensure safety of both workers and children and young people at all times
<i>Supporting other colleagues</i>	<ul style="list-style-type: none"> • Work and support other colleagues to ensure smooth and effective running of the WVSS. • There will be an expectation of flexibility around hours and working days to allow for the full support service to be provided to the governing body.
GENERAL DETAILS	
REVIEW <ul style="list-style-type: none"> • 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. 	