

# **The Bemrose School**

## **Administration Assistant - Inclusion Support**

### **Job Description**

Weekly hours: 37 hours per week

Weeks p.a.: 39 weeks per year

Grade: Bemrose Scale 3 (SCP 7 to 9)

Lunch break: A flexible lunch break between 20 minutes and 1 hour negotiated with line manager

Managed by: Inclusion Support Administrator.

#### **Key Generic Purpose**

The post holder will:

- Work cooperatively with the Inclusion team in support of the administrative needs of the pupils and staff at the school.
- Promote and safeguard the welfare of children in the school.
- Act on other accountabilities according to the skills and experience of the post holder.
- Support the administrative requirements of the Inclusion area.

#### **Job Description**

1. Inclusion and behaviour administration:

- a. Providing timely and effective administrative support for the Inclusion Team.
- b. Supporting the administration of suspensions and behaviour support referrals.
- c. Maintain the medical & dietary needs registers and updating the school's MIS systems.
- d. Liaising with School Health/ Immunisation Team across both phases, arranging visits etc.
- e. Support the coordination of rewards /school trips, assisting in the arrangements for school trips and rewards events.

2. Admissions administration:

- a. Support with the administration and induction process for new admissions across both phases.

3. SEND administration:

- a. Supporting the administration of the SEND team.
- b. Updating the School Management Information System and Edukey as and when required.
- c. Liaising with SENCO & Deputy SENCOs to arrange visits to the school and liaising with primary schools with transition events.

4. Attendance administration:

- a. Inputting data related to attendance.
- b. Supporting the administration of attendance and monitoring of attendance emails.
- c. Provide regular reports as required.
- d. Update register marks.
- e. First day absence calls for 6<sup>th</sup> form students.
- f. Contacting work placement providers to confirm attendance.
- g. Supporting the administration of lates/punctuality detentions.

5. Responsibility for student files.

- a. Requesting and logging of all school records from previous schools.
- b. Ensure all files are up to date and in order.
- c. Processing of leaver pupil records to receiving schools/ archiving of school pupil records.

6. Supporting any other reasonable request made by the Executive Headteacher and/or Senior Leadership Team / Line Manager.