**JOB DESCRIPTION**

**ADMINISTRATIVE ASSISTANT – SCALE 3**

We are looking to appoint an individual to act as Administration Assistant and SEN Administrator. The post holder will provide efficient and professional secretarial and administrative support to the School and the SENCO.

The role requires someone who pays meticulous attention to detail, has energy, enthusiasm, a calm manner, the ability to prioritise, a flexible working approach and being able to cope with conflicting demands and interruptions in order to meet internally and externally imposed deadlines. S/he will be approachable, have sound people skills, strong written and verbal communication together with a 'can do' attitude.

Ideally, the person would have some knowledge of supporting pupils with SEND differences but this is not essential. Main duties will include:

* Providing overall administration support to the Special Educational Needs Department.
* Planning of all Annual Review documentation ensuring deadlines are met
* Typing and distributing EHCP reviews and documentation
* Typing correspondence to parents, agencies, professionals, staff and any internal correspondence under the direction of the SENCO

To facilitate the provision of high quality education for all children through:

* Answering the telephone
* Dealing with children, staff, parents and visitors
* Taking messages around the school
* Typing/distribution of letters/documents to staff/parents
* Photocopying
* Filing

General support for the School Administrative Officers including:

* Managing the administration of Out of School Hours Learning activities
* Data inputting for pupil records and Assessment Manager module
* Managing finance procedures including collection and preparation of money for banking
* Undertaking arrangements for trips out of school
* Helping to arrange refreshments and lunches for INSET days and showing appropriate hospitality towards visitors to the school

Undertaking any other reasonable duty as requested by the Head Teacher.

**ADMINISTRATIVE ASSISTANT**

**PERSON SPECIFICATION**

The ability to deal sensitively with young children and parents

An understanding of the confidential nature of matters relating to schools and children

A pleasant telephone manner

A good working knowledge of Microsoft Word (preferably certificated)

A working knowledge of Microsoft Excel/PowerPoint preferable but not essential

A working knowledge of Pupil Asset/other databases would be an advantage, but training will be provided

An ability to work as part of a team

A commitment to Greenwich’s Equal Opportunities policy

The school is committed to safeguarding and promoting the welfare of children