



## **JOB DESCRIPTION**

**Job Title:** Administrative Assistant – SEND  
**Grade:** B3 SCP 7-11  
**Reporting to:** SENCo

### **Job Purpose:**

To provide comprehensive administrative support to the SEND department, requiring discretion and confidentiality. To take responsibility for specific tasks without the direct involvement of the SENCo.

### **Responsibilities:**

- To provide a high standard of administrative support to the SEND department. To ensure that correspondence, papers and other materials are produced on time, are accurate and well presented.
- To utilise a wide range of computer software packages in the compilation of high quality IEPs, reports, correspondence and other documentation.
- Answering the telephone in the SEND office, dealing with enquiries and taking / relaying messages for the SEND department.
- To establish, develop, maintain, monitor and review personal filing, record keeping and administration systems, whether manual or computerised and to ensure that the SENCo's correspondence and papers are current, accessible and secure.
- To meet and greet visitors as requested.
- To receive and direct incoming/outgoing mail and email. Prepare standard replies to correspondence as required.
- To schedule, organise and minute SEND meetings, including Education Health and Care Plan reviews, annual reviews, inclusion and parents/evenings and multi-agency meetings.
- To maintain the SEND link on SIMS, ensuring that all information is up-to-date, accurate and available to staff for students on the SEND register.
- To be involved in transition activities and visits, and the compilation of data for the purposes of transition and SEND, ensuring that this information is shared with the relevant members of staff.
- To facilitate information sharing about SEND students with the wider staff body, such as Pupil Passports and Education Health and Care Plans.
- To maintain an inclusion database (Provision Map) detailing attendance, pastoral support, in class support, intervention, involvement of outside agencies, learning mentor support, exam access arrangements, medical requirements, etc.
- To support the SENCo with timetabling arrangements for Teaching Assistants/HLTAs.
- To support the SENCo in leading the identification and dissemination of administration priorities for the inclusion team.
- To contact and communicate with external agencies to facilitate support for students identified as SEND, for example Educational Psychology, student transportation team and SENSAP.
- To assist in the administration and organisation of access arrangements for examinations and internal testing, this may include invigilation and student support.
- To assist in the training of new team members when requested.
- To plan and co-ordinate parental engagement and inclusion events for SEND students and their parents/carers.
- To work in other roles within the wider administration team as required and undertake any other duties that are commensurate with the grade of the post.



- To perform other relevant tasks as directed by the Principal's PA and senior leaders.

**Key Skills:**

- Friendly and well organised team-player.
- The ability to work on own initiative.
- Good telephone manner with parents / carers and other outside agencies.
- Able to produce well-presented, accurate written documents.
- Uses good interpersonal skills to work effectively with staff and students.
- Works to deadlines and encourages others to do so.
- Able to prioritise workloads.
- Proficient in Microsoft Office applications and SIMS.
- To work in partnership with colleagues throughout The GORSE Academies Trust.

**Personal Responsibilities:**

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

**Any Special Conditions of Service:**

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of the Trust.
- The Trust operates a No Smoking Policy.

*We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.*

**Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.**

## Person Specification

Criteria	Essential/ Desirable
<b>Qualifications</b>	<b>E/D</b>
• GCSE C / 9 and above (or equivalent) in English.	E
• Admin NVQ qualification	D
• GCSE C / 9 and above (or equivalent) in Mathematics.	D
• Experience of SIMs database	D
<b>Knowledge and Skills</b>	<b>E/D</b>
• Good communication and interpersonal skills	E
• Good numeracy, literacy and ICT skills	E
• Able to work on own initiative	E
• Good organisational skills	E
• Good time management skills, including the ability to work to deadlines	E
• Proficient in Microsoft Office applications, especially Word and Excel	E
• Good communication skills	E
• A sense of responsibility and confidentiality	E
• Good team member	E
• Ability to work well under pressure and use your own initiative	E
• Sense of humour	E
• Positive and encouraging	E
• Smart appearance	E
• Co-operative, willing, reliable and trustworthy	E
• Friendly, calm and unruffled disposition	E
• Some basic knowledge and understanding of the secondary school system	D
<b>Experience</b>	<b>E/D</b>
• Experience of working in an office environment	E
• Experience of working in a school environment or of working with young people	D
<b>Continuous Professional Development</b>	<b>E/D</b>
• Evidence of commitment to Continuing Professional Development	E
<b>Other Conditions</b>	<b>E/D</b>
• Enhanced DBS Clearance	E

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