

## Job Description

**Post Title:** Administrative Assistant (SEND)

**Location:** John Port Spencer Academy

**Salary/Pay Range:** NJC5 – NJC9

**Hours of work:** 32.5 hours per week for 40 weeks per year.

To be worked as 38 weeks during term time plus 2 weeks as directed by the SENDCO to include INSET days at the start of the school year and hours as required in the holidays.

8.30am to 3.30pm Monday to Friday (with a 30-minute unpaid lunch break).

**Reporting to:** SENDCO

### Purpose of Role

The Administrative Assistant (SEND) will assist the SEND Team with a wide range of administrative tasks to include keeping accurate records and liaising with staff in the academy, parents, agencies and professionals.

### Nature and Scope

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle. The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

### Main Duties and Responsibilities

- Provide general clerical support to staff within the SEN faculty, to include photocopying, typing, filing, letter and email correspondence, organising meetings, answering the telephone and dealing with requests and behaviours as they arise.
- Manage the administration for the faculty area, understanding timetabling for the day, diaries of key staff and the needs of students. Be the first point of contact for the SEN department and deal with initial enquiries from staff, parents and students, directing to the correct member of staff where necessary.
- Maintain manual and computerised records, systems and shared resources. Uphold systems and processes as well as monitor and evaluate effectiveness of systems in order to discuss improvements.
- Maintain stationery stocks.
- Attend staff meetings and INSET activities as required.
- Note take and minute meetings as directed by the SENDCO.
- Uphold and actively support academy and Trust policies and procedures.
- Work with the SENDCO, specialist SEND staff and the exam team to manage the administration of the process for exam access arrangements.
- To coordinate and undertake general administration regarding arrangements for the identification, assessment and provision for all SEND students.

- Support the SENDCO and SEND staff to ensure data is accurately recorded on SIMS. Liaise with the data coordinator and student records administrator.
- Liaise with the appropriate people to gather data for the provision map and ensure that this is kept up to date.
- Liaise with the Principal's PA to manage the SEND calendar to ensure timetabled SEN events are planned for including: Parent consultations, open evenings, SEN reviews, general academy activities and student voice. Correspond with staff, parents and students to plan and organise these events.
- Liaise with outside agencies and relevant staff to coordinate the administration of meetings for EHCPs and Annual Reviews; including meeting statutory deadlines for paperwork and invitations in discussion with the SENCO and relevant SEND staff. Distribute paperwork and information to all relevant parties (with regard to GDPR) and ensure relevant administrative follow up (e.g. minutes of meeting, communication regarding next meeting). Ensure termly SEN reviews for SEN category students are in place.
- To assist in the implementation of system and procedural changes resulting from new and revised policies and legislation.
- Support the SEND team with any quality assurance as required.
- Refresh displays as needed and ensure effective communication at all times.
- Check the academy website and inform the SENDCO and Principal's PA of any issues or discrepancies.

#### **General**

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
- Participate in the Trust Professional Performance Review process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post-holder maybe required to carry out other duties as required by the Trust.

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

Name:

Signature:

Date:

## Person Specification

	Essential	Desirable	Evidenced by A,I,T
<b>Qualifications and experience</b>			
Good standard of education especially with regard to literacy and numeracy skills.	Y		A
GCSE Maths and English grade C or equivalent	Y		A
Experience of working in a busy office or in education	Y		A, I
NVQ Level 3 or 4 in Administration or similar IT qualification		Y	A
Previous experience in an educational environment		Y	A
<b>Knowledge and skills</b>			
Ability to work calmly under pressure	Y		A, I
Ability to communicate clearly orally and in writing	Y		A, I
Ability to work collaboratively with others	Y		A, I
Ability to work within school-based systems and specified timelines		Y	A, I
Working knowledge of a range of administration procedures	Y		A, I
Ability to proficiently use office computer software including word processing, spreadsheets, databases and internet systems	Y		A, I, T
SIMS management information system		Y	A, I
Academy procedures		Y	A
<b>Personal qualities</b>			
Excellent interpersonal skills with the ability to maintain strict confidentiality	Y		A, I
A diplomatic and patient approach	Y		A, I
Initiative and ability to prioritise own work and that of others to meet deadlines	Y		A, I
Efficient and meticulous in organisation	Y		A, I
Able to follow direction and work in collaboration with the leadership team	Y		A, I
Able to work flexibly, adopt a hands-on approach and respond to unplanned situations	Y		A, I
Ability to evaluate own development needs and those of others and to address them	Y		A, I
Commitment to the highest standards of child protection and safeguarding	Y		A, I
Recognition of the importance of personal responsibility for health and safety	Y		A, I
Commitment to the Trust's ethos, aims and whole community.	Y		I

A=application

I=Interview

T=test