



## Administrative Coordinator

<b>Post:</b>	Administrative coordinator
<b>Grade:</b>	Grade: Level 5 SCP 17 pro rata, term time only, 39 weeks per year.
<b>Location:</b>	Addenbrooke's Hospital, Hills Road, Cambridge, Pilgrim Pathways School, Ida Darwin, Fulbourn, and any other location from which the Pilgrim Pathways school operated.
<b>Start Date:</b>	As soon as possible.
<b>Hours:</b>	Up to 25 hours per week ideally over 5 days, term time only (39 wks/yr). Some flexibility in working will be considered for the successful candidate.
<b>Contract:</b>	Permanent
<b>Reports to:</b>	Teacher in charge of centres and SLT

### Job Purpose:

This role will predominantly be based at Addenbrooke's and the Ida Darwin site to support with day-to day coordination of the centre and reintegration work under the Teacher in Charge at Addenbrooke's. In addition, the successful candidate would work to support the administration of exams and with the collation of internal data to support our quality assurance systems in addition to any other administrative duties across the whole school, as required. It is a varied and dynamic role which will require high levels of organisation and the ability to communicate effectively with colleagues, medical staff and parents and carers who may be in some distress.

- To work under the direction of and in partnership with the Teacher in Charge/Specialist Teachers at Addenbrooke's to support the co-ordination and administration of the daily education offer.
- As required: to work under the direction of and in partnership with the Teacher in Charge/Specialist Teachers of Brainbow, Croft, Darwin and the PPS outreach services to support the co-ordination and administration of the daily education offer.
- To support the Exams Officer with the administration of exams.
- To collate internal data across the school as required to support school QA processes.

### Accountabilities:

#### Administration and liaison coordination (15 hours)

Under the direction of the Teacher in Charge/SLT you will:

- Attend handover and any other meetings supporting communication between ward and school
- Maintain the weekly register and support with organising the teaching day
- Maintain accurate and up to date student records
- To enrol all students on Arbor
- Collate information for school census
- Support with communication to schools (e.g., sending out initial paperwork, redirecting correspondence to the appropriate staff, overseeing the Addenbrooke's mail box, making appointments for teachers etc.)
- To support with reintegration by making appointments with teachers at school and following up on correspondence and any other administrative duties in support of reintegration work.
- Use EPIC or any other appropriate system to ensure that the school is aware of all school aged children in hospital.
- Provide a first point of contact for all visitors, responding to enquiries or referring to the appropriate member(s) of staff.
- Manage all incoming postal, internet and phone correspondence
- Support editing and publishing internal school documents, maintain and replenish teaching resources.

- Maintain ordering of stock including consumables and teaching resources
- Manage the Read for Good, Listening Books and other educational services as required
- Liaise with NHS staff, school staff, parents, pupils and other parties on behalf of the Leadership Team as requested
- Support organisation of staff events and attendance at CPD or conferences
- Liaise with families to promote the education service and support children to access education
- Liaise with the ward on a day to day basis and flag potential issues and opportunities to school management
- Manage day to day contact with NHS Estates, Works and other premises support
- Be responsible for promoting and safeguarding the welfare of the children and the young people within the Pilgrim Pathways School.
- Build supportive relationships with hard-to-reach, ill young people.
- Work as appropriate, with ward staff, to facilitate smooth running of the ward.

#### Exams, Data & wider admin (10 hours)

Under the direction of the Examinations Officer you will (training will be given):

- Act within the statutory framework which sets out schools' responsibilities regarding examinations, both internally and externally
- Support for the daily running of public examinations including seating plans, candidate numbers and also organising all requirement of any practical exams
- Support with the submission of examination registrations, entries, forecast grades and coursework marks for external exams to the Awarding Bodies for all public exams
- Support with arranging re-marks, reports and enquiries about exam results with the examination board; to manage access to script requests and to ensure information on all these services is available to staff and students
- Support with arrangements for all internal and external examinations, including rooming, timetabling, deployment & management of invigilators and dissemination of information to staff, students and parents within JCQ guidelines and school policy, liaising with other staff as necessary.
- Receive, check, sort and secure external examination papers as they arrive
- Check, pack and arrange the despatch of all external examination papers by relevant authorised means
- Support the daily running of public examinations including seating plans, candidate numbers and also organising all requirement of any practical exams
- Inform the relevant staff about arrangements that need to be made for furniture set up in the examination rooms
- Support with monitoring exam attendance and take appropriate action in liaison with TiC's
- Support with the distribution of exam certificates
- To undertake appropriate training for the role, as required

Under the direction of SLT or Teachers in charge, as directed:

- Populating spreadsheets with student data around attendance, attainment etc.
- Producing reports on Excel
- Co-ordinating with colleagues to gather relevant information
- Collating data from a database
- Identifying gaps in data and being proactive in filling those gaps

#### Professional Development:

- Make use of the training opportunities offered by the School/NHS and outside agencies in order to complete personal professional development objectives as identified in the School Improvement Plan and/or Appraisal Reviews.
- Maintain compliance with NHS honorary contract holder training/mandatory NHS training
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the Pilgrim Pathways School or as developed as an outcome of your appraisal.

**Other Specific Duties:**

- To be aware of and comply with the policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
- To contribute to the overall ethos and vision of the Pilgrim Pathways School.
- Work effectively as part of a team across the 4 centres as needed.
- To attend and participate in regular meetings and in training and other activities as required.
- To undertake other duties appropriate to the grading of the post as require
- To travel across all sites where The Pilgrim Pathways School delivers education

***To carry out other duties as may be directed by the Headteacher for the efficient running of the school's administrative systems.***