**JOB DESCRIPTION**

|  |  |
| --- | --- |
| Post Title | **NIA Alternative Provision Administrator** |
|  |  |
| Accountable to: | Deputy Headteacher: Inclusion |
|  |  |
| Working time: | Full Time - 38 hours Term time only + 1 week |
| Purpose and Vision: | To manage the administrative functions with the Alternative Provision and to provide a full and efficient administrative/support service. |

**Main Duties and Responsibilities**

1. To provide an administrative service to Alternative Provision which will include

typing/word processing documents, taking and receiving telephone calls, making diary appointments, taking minutes, sending faxes, record keeping, organising and arranging meetings with outside agencies/parents/prospective parents etc.

1. To be the first point of contact in the Alternative Provision for staff, learners, parents, outside agencies etc.
2. To respond to requests from subject teachers for support.
3. To be responsible for the implementation of requests to exam boards for GCSE/GCE access arrangements. This will include maintaining and reporting arrangements granted, dealing with exam boards and liaising with Exams Officer, subject teachers, learners, parents and outside agencies.
4. Co-ordinating and assisting in the compilation, production, circulation and promotion of Pupil Passports & Individual Learning Plans (ILPs).
5. To organise Learner Reviews; liaising with the LEA, inviting parents and outside agencies, typing, collating and distributing review reports.
6. To deal with the administration of all new Alternative Provision learners to the academy liaising with home schools/academies, Data team, Year team, LEA, teaching staff and parents.
7. To assist in the supervision of learners when they are in the Alternative Provision; supporting them with classwork/coursework, revision and keeping on task.
8. To prepare draft letters and reports on behalf of the Alternative Provision as required.
9. Produce attendance reports as required.
10. To prepare documentation for Parents’ Evenings, meetings and other activities within the academy.
11. To maintain SIMS data and be responsible for updating Alternative Provision information on all academy systems.
12. To maintain confidentiality at all times in respect of academy-related matters and to prevent disclosure of confidential and sensitive information.
13. To undertake such other duties appropriate to the grade of the post as the Headteacher may from time to time reasonably determine.

**Person Specification – Clerical Assistant**

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

|  |
| --- |
| **Please make sure, when completing your application form, you give clear examples** **of how you meet the essential and desirable criteria.** |
| **Attributes** | **Essential** | **How Measured** | **Desirable** | **How Measured** |
| **Experience****In an Educational Setting** | Administration experienceCustomer Services experience | 1,21,2 | Experience in a academy office environment | 1,2 |
| **Knowledge/ Skills/Abilities** | Experience using Microsoft OfficeGood standard of literacy and numeracy | 1,2,31,2,3 | Experience of using SIMS Management Information System |  1,2,3 |
| **Education and Training** | Willing to undertake a First Aid qualification | 1,2 | Current First Aid qualification | 1,2,4 |
| **Other Requirements** | CheerfulPatientAccommodatingResilient | 1,2 |  |  |

**( 1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification )**

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.