POST TITLE: Behaviour Support Administrator	**GRADE: 3 SCP 5-6**
RESPONSIBLE TO: Headteacher / Deputy Headteacher/Assistant Headteacher (*as appropriate)*	

Responsible for:
No direct reports

Purpose of role:
To provide a professional and efficient administration and reception service.

Principle Accountabilities:

a) To undertake administration and reception duties such as greeting all visitors to the school creating a welcoming environment, whilst maintaining the safeguarding of the school by ensuring visitors sign in and issue badges.

b) Under the direction of the line manager to carry out office duties and assist school staff as required with general administration tasks.

c) Effective handling of all incoming mail and ensuring the correct postage of all outgoing mail.

d) To undertake filing and photocopying as required.

e) Adherence to the school's safeguarding protocols including cross reference to the single central record (SCR) as required.

f) To undertake any other duties that are commensurate with the role and grade.

Data Protection and Safeguarding:

- Work within the requirements of Data Protection at all times
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns
- Remain vigilant to ensure all students are protected from potential harm

General:

The post-holder will be expected to exemplify the trust values of Respect, Opportunity, Collaboration and Aspiration and demonstrate trust behaviours as outlined in "The Futura Way".

- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection and welfare of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.

- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order. https://www.gov.uk/government/collections/dbs-filtering-guidance '

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your suitability to work with children and young people will form part of the selection process. For this post prior to appointment, Futura Learning Partnership will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

Person Specification – Behaviour Support Administrator	**Essential (E) or Desirable (D)**
Education/Qualifications	
Good standard of education, including GCSE passes in Maths and English at grade C or 4 or above	**E**
Good ICT skills	**D**
Business Administration or equivalent qualifications	**D**
Experience	
Working as part of a team	**E**
Working in a front of house position	**D**
Working with young people in a learning environment	**D**
Behaviours	
Operates with integrity	E
Committed to continuous professional development	E
Committed to a collaborative team approach	E
Skills	
Excellent verbal and written communication skills	**E**
Excellent organisation skills	**E**
Ability to prioritise and multi task	**E**
Good level of IT skills including Outlook and MS Office	**E**