**Job Description**

**Post Title:** **Inclusion Administrative Assistant**

**Location: Derby Moor Spencer Academy**

**Salary/Pay Range: NJC 2-6 (£18,374 - £19,745 actual salary, per annum)**

**Hours of work: Full Time, 37 hours per week, Term Time Plus two weeks**

**Reporting to: Principal via MAT (Multi Agency Team) Manager**

**Purpose of Role**

The Primary focus of this position is to provide administrative support to the Inclusion Team.

**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 and attend training where appropriate.

**Main Duties and Responsibilities**

* To undertake a range of clerical and administration tasks as required e.g. photocopying, word-processing, filing, emailing and other written communication
* To ensure that all administrative duties, checks and documentation are completed to the required level of accuracy and within deadlines including returns and reports
* To input and extract information from the school’s database system/s
* To collate information, statistics and prepare reports as required by Line Manager
* To maintain both manual and computerised record and filing systems in line with requirements
* To assist with planning meetings and taking minutes
* To deal with general enquiries from staff, students, and parents
* To attend various meetings as directed by the MAT manager and ensure paperwork is submitted on time
* To assist in updating notes for TAFs, Risk Assessments and other relevant documentation relating to Inclusion
* To keep an accurate record of students receiving additional interventions
* To maintain a high level of confidentiality given the sensitive nature of the role
* To liaise with external agencies providing copies of meeting notes, referrals or other relevant documentation
* To liaise with exams providing administration support for access arrangements
* To assist with the ordering resources for the department
* To assist in preparation and running of Open Evenings, Tours and Taster Days
* To liaise with Primary/feeder schools and external agencies as required
* To liaise with and manage external visitors to the school
* To assist in the collation, transfer and archive of files for students on alternative provision
* To be part of the cover / buddy rota for First Aid provision (training will be provided) in the absence of the Primary First Aider

**Personal and Professional Conduct**

An Inclusion Administrative Assistant is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout their career.

Inclusion Administrative Assistants uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

* treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teaching assistant’s professional position.
* having regard for the need to safeguard students’ well-being, in accordance with statutory provisions.
* showing tolerance of and respect for the rights of others.
* not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
* ensuring that personal beliefs are not expressed in ways which exploit students’ vulnerability or might lead them to break the law.

An Inclusion Administrative Assistant must have proper and professional regard for the ethos, policies and practices of the school in which they work, and maintain high standards in their own attendance and punctuality.

An Inclusion Administrative Assistant must understand, and always act within, the national occupational standards for supporting teaching and learning in schools.

**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** |
| **Qualifications and experience**  |
| * Good standard of education especially with regard to literacy and numeracy skills.
 | ✓ |  |
| * GCSE Maths and English grade C or equivalent
 | ✓ |  |
| * Understanding of National and Local Policies for Inclusion
 |  | ✓ |
| * Previous experience in an education environment
 |  | ✓ |
| * Experience of working with students, parents and professionals
 |  | ✓ |
| * Experience of training and knowledge in relation to the code of practice
 |  | ✓ |
| * Experience and understanding of safeguarding and child protection procedures
 | ✓ |  |
| **Knowledge and skills** |
| * Ability to build and form good relationships with students, parents/carers and colleagues
 | ✓ |  |
| * Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, parents/carers and other professionals
 | ✓ |  |
| * Ability to work constructively as part of a team, understanding school roles and responsibilities including own
 | ✓ |  |
| * Good standard of numeracy and literacy skills
 | ✓ |  |
| * Ability to use basic ICT packages and equipment effectively
 | ✓ |  |
| * Working knowledge of relevant policies and procedures, and awareness of relevant legislation
 | ✓ |  |
| * Good understanding and experience of effective strategies and interventions to support pupils with SEMH needs
 |  | ✓ |
| **Personal qualities** |
| * Strong interpersonal skills and the ability to maintain strict confidentiality
 | ✓ |  |
| * Efficient and meticulous organisation
 | ✓ |  |
| * Able to follow direction and work in collaboration with the leadership team
 | ✓ |  |
| * Able to effectively manage workload
 | ✓ |  |
| * Commitment to the highest standards of child protection and safeguarding
 | ✓ |  |
| * Recognition of the importance of personal responsibility for health and safety
 | ✓ |  |
| * Commitment to the school and Trust’s ethos and values.
 | ✓ |  |