

**Job Description**

This form summarises the purpose of the job and lists its key tasks. It is not a definite list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

**SALARY: NJC GRADE 4, points 5-6**

 **£23,500 to £23,893 (£13,504 to £13,730 pro rata)**

**HOURS: 4 days a week (Flexibility on days available), 8.30am – 3.10pm**

 **24 hours and 40 minutes per week - 30 minutes unpaid lunch**

 **Term Time Only plus INSET Days**

**LOCATION: Worthing High School**

**South Farm Road**

 **Worthing**

**West Sussex BN14 7AR**

 **Executive Headteacher: Pan Panayiotou**

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| **Job Title : Inclusion Administrative Assistant** |
| **Accountability : AHT: Leader of Inclusion (SENDCO)** |
| This appointment is based in the school’s Inclusion department.This is an administrative role which is student facing therefore an ability to communicate and engage with students is essential. |
| **Person Specification****Qualification criteria** Educated to GCSE Standard (A\*-C or 9-4) **Skills, Knowledge and Experience** Experience of administrative work Experience of working in a school (desirable)Experience of working with young people (desirable)Ability to communicate with staff and parents/carers both verbally and in writing in a confident mannerExcellent phone and written mannerAbility to act decisively and confidently under pressureGood organisational skills and ability to prioritise workExperience of using a database (desirable) An excellent knowledge of Microsoft Office, specifically Word, Outlook and Excel and google drive.A willingness to learn new computer systems.**Personal characteristics** Strong interpersonal and communication skills Proactive and helpful attitudeAttention to detail |
| **Duties/Responsibilities:** |
| **Main Duties Include:****General Duties*** General administrative assistance including photocopying, emailing, document preparation, answering the telephone, shredding, etc.
* Using Word mail-merge to produce letters, labels, etc.
* Using the Schoolcomms (home-school communication system) to send emails and texts to parents, ensuring that non-residential parents are included.
* Collating information for the weekly parent email.
* To send progress reports, letters and student updates to families as required.
* To update the inclusion calendar events as required.
* Attending and taking minutes at meetings.
* Ensure reports are uploaded within the statutory timescales.
* Management of and maintenance of google drive, provision maps and any other relevant IT platforms used within the Inclusion department.
* Facilitate professional’s visits; this will include collecting and transitioning around school, room bookings and parental communications.
* Maintenance of the Inclusion register with key document overview.
* To issue calendar reminders to relevant staff and professionals.
* To manage and co-ordinate the organization of professional meetings including Annual reviews, PEP’s, TAF’s as required.
* To audit, order and maintain the Inclusion resources and order equipment in consultation with the AHT.
* To collate student data, reports and send to relevant keyworkers.
* To monitor and produce reports for time outs, student targets and other teacher views on students as required.
* To assist the SEND teachers and exams access assessor in collation of information from teachers and relevant staff.
* To complete audits of filing and paperwork as necessary.
* To organise staffing for exams and support reading and scribing within exams.
* To have an overview of staffing and be able to re-deploy staff as required.
* To manage and organise the assistive technology within the Inclusion Department.

**Maintenance of Student Data*** Entry of new student data records to the SIMS database and google drive.
* Maintenance of all student records both electronically and manually.
* Retrieving information from the SIMS and google drive student database for students and teachers, eg timetables, class lists and other reports.
* Producing reports from the SIMS database and google suite.
* Ensuring all filing is compliant with GDPR and arranged appropriately.

Any other duties required to assist with the smooth running of the Inclusion Department and the school. |
| **Flexibility:**To deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. |

Please note, because of the nature of this job, if you are successful in your application you will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will be done by means of applying for an “Enhanced Disclosure”. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.

May 2024