**CHRIST THE KING CATHOLIC VOLUNTARY ACADEMY**



**JOB DESCRIPTION**

**Administrative Assistant (Inclusion)**

**15 hours per week, term-time only**

Current Postholder:

Job Description Review Date: November 2020

Signed:……………………………………………….. Date:…………………………………….

# Job Purpose

To provide administrative support to staff within the Academy with a particular focus on the Inclusion Team and SEND administration.

# Line Management

Responsible to: Inclusion Manager

Responsible for: No Staff

# Specific Responsibilities

**Inclusion Administration support**

* Establish and maintain efficient administrative systems and processes to support the effective running of the Inclusion Team
* To provide admin support for the Inclusion department including the typing and processing of reports, review meetings, minutes of meetings and letters. Mailing of documentation to parents/carers and outside agencies
* To attend, facilitate and minute SEND Reviews, including meetings off-site as required and undertake follow-up action points as necessary.
* Ensure the SEN registers are updated during interventions
* To create documents from start to finish, ensuring finished documents are to an excellent standard.
* To work with Subject leaders and class teachers to ensure that accurate data is collected in Go4schools to support with the SEND reviews
* To support the Inclusion Manager with the preparation for bids for additional funding
* To liaise with primary schools to support the smooth transition for SEND students
* Managing the Inclusion Manager’s diary and appointments
* To work alongside the Inclusion Manager to prepare and disseminate timetables for the inclusion team as required
* To keep the student profiles up to date
* To arrange meetings, communicating with parents, carers and other professionals as required
* To phone parents and carers to communicate messages from the Academy.
* Maintain confidentiality concerning any student and/or family with all persons other than authorised persons or agencies.
* Dispose of confidential information in a secure manner.

**Other Duties**

* Provide general clerical and administrative support for the Academy e.g. filing, emailing, completion of standard forms, respond to routine correspondence, letters to parents, etc
* Maintain the safekeeping of student files/records ensuring that any filing is completed in a timely manner.
* Confidential typing support for members of SLT and the Pastoral Team.
* Use SIMS.net computer software in order to access contact information to staff, students and agencies where appropriate.
* Ensure confidentiality of records and other information is maintained in accordance with the provisions of the Data Protection Act and other relevant legislation.
* Work cooperatively as part of the administration team, covering absence, vacancies and supporting colleagues at times of heavy workload.
* To perform any task or duty under the reasonable direction of the Headteacher

# Skills and Abilities

The postholder will be expected to demonstrate the following skills and abilities at all times during the discharge of their duties:

1. Work on own initiative and to demonstrate the ability to solve unexpected or new problems in a methodical, efficient manner.
2. Learn new skills and expand current skill set and to be able to pass on knowledge and techniques to others.
3. Demonstrate good general interpersonal and communication skills.
4. Deal with conflicting demands and work flexibly.
5. Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
6. To answer the telephone in a professional, friendly and efficient manner, taking messages where appropriate

# Whole Academy Responsibilities

1. Be a positive influence on the climate and culture of the Academy and show a positive example at all times.
2. Support the Catholic ethos of the Academy.
3. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, copyright etc reporting all concerns to line manager.
4. Be aware of and support difference and ensure equal opportunities for all.
5. Contribute to the overall aims of the Academy.
6. Appreciate and support the role of other professionals.
7. Attend and participate in relevant meetings as required.
8. Participate in training and other learning activities and performance development as required.
9. Recognise own strengths and areas of expertise and use these to advise and support others.

# General

The responsibilities of the post may be reviewed and modified in the light of the needs of the school. Any changes of a permanent nature will be incorporated into the job description and will therefore be the subject of negotiation with the post holder.

This job description contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All staff are expected to be flexible to ensure the most effective organisation and delivery of services.