

**JOB DESCRIPTION**

JOB TITLE	SEN Administration Assistant
ACADEMY: Reigate Park Primary Academy	
GRADE	Grade A, SCP 3 (£18,562 pro rata to hours worked)

JOB PURPOSE

Under the instruction of the Safeguarding & Attendance Officer, the post holder will provide professional, confidential and routine general clerical and administrative support to the SEN function of the academy.

KEY TASKS – Administration & ICT

1. To undertake word processing and other ICT related tasks including letters, reports, data entry and schedules.
2. To collate, input and analyse a range of data required to update SEN records
3. To collate, input and analyse a range of data required to update student information
4. To enter SEN data and create reports for student tracking
5. To develop systems for cross referencing this data and assist the SENCO in analysing it for SEN purposes
6. To manage, and develop where needed, the SEN filing system (including emails and records of telephone conversations), the archiving, retrieval and disposing of SEN information as appropriate
7. Under the direction of the Safeguarding & Attendance Officer, liaise with external services to ensure that all SEN information is received
8. Forwarding SEN information to transfer schools
9. To produce all letters and reports as required, including individual letters to parents, arrange meetings, take minutes, respond to telephone calls and messages etc. and provide secretarial support to the SENCO
10. To attend meetings in order to take minutes as and when necessary

KEY TASKS – Reception & Customer Service

4. To undertake reception duties, answering routine telephone and face-to-face enquiries, taking messages and forwarding them onto the relevant person as required.

Chief Executive: Mr Antony Hughes

The Harmony Trust, Northmoor Academy, Alderson St, Oldham, OL9 6AQ
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5. Welcome visitors to the school, ensuring health and safety and safeguarding procedures are followed, such as signing in/out of a register, issuing badges/passes or escorting visitors as required.
6. Respond to routine enquires from staff, pupils and parents/carers.

KEY TASKS – General Clerical

8. To provide routine clerical support e.g. photocopying, filing, faxing, emailing, completing routine forms.
9. Sorting and distributing of internal and external mail.
10. To maintain manual and computerised filing systems, and ensure data can be efficiently retrieved when required.

STANDARD DUTIES

1. To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
2. To uphold and promote the values and the ethos of the school.
3. To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
4. To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
5. To participate and engage with workplace learning and development opportunities, subject to the school's training plan, working to continually improve own performance and that of the team/school.
6. To attend and participate in relevant meetings as appropriate.
7. To undertake any other additional duties commensurate with the grade of the post.

CONTACTS

Pupils, staff, parents, carers and guardians, and visitors to the school.

RELATIONSHIP TO OTHER POSTS IN THE DEPARTMENT

Responsible to: Safeguarding and Attendance Officer

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Responsible for: Not applicable

SPECIAL CONDITIONS

DBS Disclosure required – Enhanced

	DATE	NAME	POST TITLE
PREPARED			
REVIEWED			
REVIEWED			

**PERSON SPECIFICATION****Job Title: SEN Admin Assistant – Grade A**

	Selection Criteria Essential	Selection Criteria Desirable	How Assessed
Education & Qualifications	Literacy and Numeracy skills equivalent to Level 1 of the National Qualification & Credit Framework	NVQ 1 in Business Administration or equivalent qualification	AF
	Willingness to obtain basic first aid certificate	First aid certificate	AF / I
Experience	Experience of using computer packages for word processing, spreadsheets, databases and e-mails	Experience of undertaking SEN administration	AF / I
	Experience of team-working to work effectively with others and meet deadlines and goals	Experience of undertaking administration/clerical tasks	AF / I
	Experience of following instructions, procedures and policies		AF / I
			AF / I
Skills & Abilities	Communication skills to deliver polite, courteous and efficient customer service, in person and over the telephone		AF / I
	Written communication skills to word process documents, and take accurate messages and pass them on to others		AF / I
	Problem solving skills to interpret information and situations to solve straightforward problems		AF / I
	Organisational skills to prioritise work and complete tasks to deadlines		AF / I

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Knowledge	Understanding of data protection and the need to keep information confidential		AF / I
	Understanding why safeguarding is important when working with children and young people		AF / I

Abbreviations: AF = Application Form; I = Interview.

N.B. – Any candidate with a disability who meets the essential criteria will be guaranteed an interview

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