



## SEN ADMINISTRATOR/MAT SUPPORT ADMINISTRATOR

We wish to appoint an efficient, professional and organised administrator to join our friendly team from September 2024. The successful candidate will be enthusiastic, highly motivated and possess great attention to detail. We are a welcoming and supportive team, committed to the education of the children in our care. This is an excellent opportunity to join a successful Multi Academy Trust.

Prime7 MAT consists of 3 beautiful village schools, Middleton Cheney Primary Academy (NOR 347), King's Sutton Primary (NOR 101) and Chipping Warden Primary (NOR 81). At Prime7 we aim to provide the best opportunities for all pupils to develop strategies to face life's challenges. We want them to show courage and take risks in their learning whilst enjoying an enriched school experience. Community is important to us. Across our schools, we foster an environment where respect is earned and given in equal amounts. Our school communities promote kindness, friendship and trust so that our pupils will grow to be young citizens that are able to show empathy towards others and become role models that are an inspiration to others.

Prime7 MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Therefore, the successful candidate would need to undergo a DBS check and be committed to the safeguarding of children.

We are an equal opportunities employer.

The role will begin in September 2024 will be on a permanent contract. **The closing date for applications is Friday 12 July 2024 at midday with interviews being held on Thursday 18 July 2024.**

For further information, please visit [Vacancies | PRIME7 Multi Academy Trust](#) if you wish to find out more about the role, please contact Esther Martin – MAT Business Manager and CFO at [esther.martin@prime7.org.uk](mailto:esther.martin@prime7.org.uk)

### How to Apply

To apply for this position, please complete the Trust Application Form which can be found at [Vacancies | PRIME7 Multi Academy Trust](#) and submit, together with a letter of application. Please return by email to Lisa Macdonald [admin@prime7.org.uk](mailto:admin@prime7.org.uk)

## **JOB DESCRIPTION**

<b>Job Title:</b>	SEN Administrator/MAT Support Administrator
<b>Location:</b>	King's Sutton Primary Academy (2 days per week) Flexible school or homework base (2 days per week)
<b>Salary:</b>	West Northants Council Pt 6 – 12 = £12.38 - £13.69per hour depending on experience
<b>Hours:</b>	30 hours per week, 40 weeks per annum
<b>Purpose:</b>	This is a split role. The purpose of the SEN Administrator is to support the Autism Resource Base in attaining its aims and objectives by providing effective administrative support in school. The MAT Support Administrator role is to support the MAT Central team with administrative and financial tasks due to the Trust expanding.
<b>Line Management:</b>	Responsible directly to the Resource Base Lead Teacher for SEN day-to-day administration (2 days per week). Responsible directly to the Trust's Business Manager/CFO for MAT support role (2 days per week).

### **Specific Responsibilities:**

#### **SEN Administrator Support to Resource Base Lead Teacher (SENCO & Inclusion):**

- Provide timely and effective administrative support to the Lead Teacher in accordance with good practice. Occasional administrative support to other staff may be required
- To assist with dealing with work related requests from staff and pupils and ensure confidentiality at all times
- Support Lead Teacher to prepare documentation connected to Annual Reviews of Education, Health & Care Plans (EHCP's), EHCP needs assessment paperwork support and referrals to outside agencies e.g. Education Psychologist
- Liaise with parents and outside agencies to arrange meetings, including Annual Review Meetings
- Take minutes at Annual Review meetings and produce in a timely manner
- To adapt or write letters and distribute them to parents
- To support the assembly of annual reports for students
- To receive and welcome visitors, ensure compliance with Health & Safety Precautions and safeguarding procedures for visitors or contractors
- To assist with dealing with work related requests from staff and pupils and ensure confidentiality at all times
- Liaise with School Administrator to ensure that systems and platforms, such as Arbor and Seesaw are regularly updated with any new information for pupils within the Resource Base
- To support the School Administrator with maintaining pupil personal records for the Resource Base pupils
- To support the School Administrator to maintain attendance data processing absences, first day absence procedures, unexplained absences, resolving missing marks, analysis and other related tasks including producing statistical information of pupil attendance
- Progress tracking and reporting – the preparation and production of pupil reports and other related tasks
- To support the Lead Teacher with new admissions
- Comply with GDPR regulations, work with Business Manager to ensure all appropriate documentation is in place, updated and ready for annual GDPR audit inspection
- Website administration
- Liaise with School Administrator on the administration of FSM services and liaison with catering provider
- Administration of residential and day trips
- Liaise with the Site Supervisor on any urgent works and stocks required
- Administering First Aid if qualified to do so

## **Finance:**

### **Orders**

- Assist the sourcing of and deal directly with suppliers
- Achieve Best Value for all orders and tenders as required, in conjunction with the Business Manager/CFO
- Obtain approval and process purchase orders on the system
- Check goods on receipt of deliveries and agree to delivery note/order

### **Invoices**

- Obtain authorisation and check coding
- Process invoices against orders on finance software
- Attach copy invoices to finance software
- Monitor and chase any outstanding goods and/or invoices on a monthly basis

### **Payments**

- Ensure supplier is set up for BACS payments on finance software, including payment terms, remittance e-mail and bank details are correct

## **As required:**

- Provide Resource Base Lead/Headteacher with Budget Holder reports as requested
- Maintain all records and systems in accordance with the Financial Regulations Manual
- Assist with year-end procedures
- Archive year-end finance and pupil paperwork

Any other duties consistent with the post as specified by the Lead Teacher, Headteacher, Business Manager/CFO or CEO.

## **MAT Support Administrator Support to MAT Central Team:**

- To provide confidential timely and effective administrative support to the MAT Central Team in accordance with good practice
- To support internal meetings by liaising with stakeholders, setting agendas, collating and distributing documentation, and producing accurate written summaries
- Assist with drafting documentation for committees/working groups and correspondence as needed
- To support the process of appointing new Governors e.g. background checks, DBS, obtaining personal data and liaison with the Trusts Clerk to Governors and supporting the induction processes
- Administration and development of the Trusts/school websites, including regular updates and advice to the individual schools
- To support policy change, formatting, proof reading and circulation of policies
- Manage correspondence and documentation, including drafting documents where appropriate
- To deal with email, telephone and postage enquiries and request for information

## **Finance & HR:**

- To assist the CFO with financial month end administration e.g. bank and income reconciliations, journals, prepayments, monitoring and system attachment checking
- To Support the Central administration of payroll as required
- Maintain spreadsheet of staffing data for audit purposes
- To support with recruitment administration
- To set up new staff files and enter information to individual school Single Central Records
- Scanning of staff hard copy files to create electronic files
- Set up of new staff access to Smartlog and appropriate training courses

## Person Specification

<b>Criteria</b> (E = Essential, D = Desirable)	<b>How identified</b>	
<u>Experience</u>		
Experience of working with information and administration systems in a busy school environment	D	Application/Interview
<u>Qualifications</u>		
GCSE level C or equivalent	E	Application
<u>Skills &amp; Knowledge</u>		
Ability to use Microsoft packages and Outlook	E	Application/Interview
Knowledge of school MIS systems	D	Application
Knowledge of school financial systems e.g. Access, PS Financials – training will be given	D	Application
Excellent communication and interpersonal skills	E	Application/Interview
Ability to work independently, demonstrating initiative	E	Interview
Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date	E	Application/Interview
Ability to show sensitivity and objectivity in dealing with confidential issues	E	Application/Interview
<u>Personal Qualities</u>		
A confident, friendly and helpful manner	E	Interview
An awareness of and commitment to meeting the needs of staff, pupils, parents and visitors	E	Interview
Ability to use discretion and have an understanding of the importance of confidentiality	E	Interview
Ability to work as part of a team as well as independently acting on own initiative	E	Interview
Ability to work under pressure and remain calm in different situations	E	Interview
A good sense of humour	E	Interview
<u>Safeguarding</u>		
Has a good understanding of the safeguarding agenda and shows a personal commitment to safeguarding	E	Interview