

## Job Description

<b>Job Title:</b>	Administrator – Behaviour and SEN Team
<b>Salary &amp; Grade:</b>	WHF NJC L Grade
<b>Reports to:</b>	SENCO and Vice Principal – Behaviour & Attitudes

### Safeguarding Commitment:

*The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.*

*This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications, plus verification of the right to work in the UK.*

### Purpose of the Role

- To provide secretarial and administrative support for the SEN and Behaviour teams.

### Duties and Responsibilities of the Role:

- To provide administrative support to the SENCO and Vice Principal for Behaviour and Attitudes, as required.
- To provide administrative support to the Pastoral and SEN team, as required.
- General administrative and filing support for the Behaviour and SEN department.
- To undertake typing, word processing and other IT-based tasks.
- To provide routine clerical support including photocopying, filing, faxing, emailing, completing routine forms and amending documents.
- Liaising with outside agencies and/or parents, as required.
- Collating feedback for EHCP Annual Reviews from relevant staff members.
- Taking minutes during EHCP Annual reviews and other meetings.
- To collect statements and information from Students where required.
- To monitor and support students, ensuring their wellbeing and safety.

### Safe Working Practices for Adults working with Children:

It is the responsibility of each employee to carry out their duties in line with TWHF's ethos and culture of safe working practices for Adults working with Children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

### General Data Protection Regulations:

The post holder is required to comply with GDPR regulations (EU) 2016/679 unless and until the GDPR is no longer directly applicable in the UK, and then any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018. The postholder is to maintain awareness of Trust policies and

procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

**Equality and Diversity:**

There is a requirement for the postholder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description, the postholder will apply the TWHF's commitment to equality by treating all employees fairly and without discrimination.

**Confidentiality:**

The postholder will respect the need for confidentiality at all times while performing this role.

**Health and Safety:**

The postholder must at all times carry out his/her responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at Work.

**Flexibility:**

All staff within the TWHF Family will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

*This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. This review will be carried out in consultation with the post-holder before any changes are implemented.*

<b>Developed by:</b>	HR	<b>Issue Date:</b>	November 2022
<b>Postholder Signature:</b>		<b>Signature Date:</b>	