



Headteacher: Sarah Bennett, B.A. (Hons), N.P.Q.H.

Stakes Hill Road, Purbrook, Waterlooville PO7 5UD Telephone 023 92 251120

JOB DESCRIPTION

SENIOR ADMINISTRATIVE ASSISTANT – LEARNING SUPPORT

The Senior Administrative Assistant - Learning Support reports to the Assistant Headteacher, SENCO

Contractual Hours: 32.5 hours per week, Mon – Fri 8.30 – 3.30.

Working Weeks: 40 Weeks - Term time plus five days

Responsibilities

Overall Function

- To be the central point of contact for Year 7 parents.
- To liaise with teaching staff to obtain information regarding SEN needs and exams support.
- To update SEN plans with data and relevant information from reports.
- To enter data and SEN information onto SIMS.
- To maintain and update as required the Provision Maps and associated documents.
- To ensure current and archive filing records are kept up to date for all SEN students.
- To take telephone messages for the Learning Support Co-ordinators if they are unavailable and communicate with parents on organisational matters.
- To liaise with Primary schools about the transition of students and book meetings for the SENCo/Assistant SENCo.
- To regularly update TA timetables when changes are made.
- To order and maintain stationary supplies and equipment for the department.
- To provide PA support for the SENCo and Assistant SENCo as required.
- To provide any other administrative support as needed by the SENCO/Assistant SENCo.
- To safeguard and promote the welfare of students.

You may be asked to undertake other duties as determined by the Headteacher from time to time. This job description may be reviewed at the end of the academic year, or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Signed: _____ Date: _____