

Reports To: PA to Principal/Office Manager/Business Manager

Why	<b>Job Summary</b> To support teaching, learning and progress within the Academy by providing high quality secretarial, administrative and clerical support to the SEND department. To work flexibly with the Special Educational Needs Coordinator (SENDCo) to ensure a coherent approach to the schools standards	
What	<b>Main Responsibilities</b> <ul style="list-style-type: none"> <li>Produce, collate and analyse pupil reports, attending parents evenings as required</li> <li>Support the PA to Principal/Office Manager/Business Manager with any duties deemed appropriate, prioritising workload in their absence</li> <li>Responsible for the order and distribution of pupil uniform</li> <li>Undertake routine administration tasks, including inventories, reports, data entry, etc</li> <li>Provide clerical support, including word processing, photocopying, filing, faxing and emailing</li> <li>Sort and distribute incoming and outgoing mail and all incoming emails</li> <li>Collate and maintain databases and academy systems</li> <li>Monitoring pupil attendance and advising the SLT in the event of any patterns or concerns being identified</li> <li>Organise and coordinate academy trips and visits, attending OVC training where necessary</li> <li>Maintain of the academy's website and social media accounts in liaison with the Media Team. Identify new opportunities for further communication opportunities as appropriate</li> <li>Cover reception duties as necessary, be the first point of contact for parents, pupils, visitors and staff coming into the academy</li> <li>Maintain diaries, arranging appointments/meetings as appropriate, including venues, facilities and refreshments. Prepare and distribute documentation</li> <li>Keep visitors' logs up-to-date and inform relevant staff of all scheduled appointments</li> <li>Ensure confidentiality at all times</li> <li>Administer First Aid on completion of relevant training</li> </ul> <b>SEND Related Duties</b> <ul style="list-style-type: none"> <li>Provide efficient and effective secretarial, administrative and clerical support to the SENDCo</li> <li>Utilise the software package Microsoft to undertake daily administrative tasks and the specialist ICT package SIMS to manage SEND records and processes</li> <li>Provide an effective telephone service by acting as first point of contact, screening and signposting as necessary. This will require liaison teaching/support staff, parents, students, county staff and other external agencies</li> <li>Responsible for the maintaining and organising of annual reviews for Education Health Care (EHC) plans; inviting in parent(s) and agencies, collating teacher comments, recording student/parent views, completing all associated paperwork by the lawful deadlines, in line with the SEND Code of Practice, under the direction of the SENDCo</li> <li>Holding and maintaining central records of SEND provision and interventions</li> <li>Regularly updating the SEND register where necessary and as directed by the SENDCo</li> <li>Create and distribute letters as required</li> <li>Greet visitors to the Academy and provide hospitality where requested</li> <li>Sort and initiate responses to incoming post and emails. Update SENDCo and/or draft replies as requested</li> <li>Assist in the preparation of information for OFSTED inspections, Academy evaluations and any similar visits</li> <li>Support the administration requirements for pupils transitioning to the Academy</li> <li>Any other responsibilities deemed appropriate to the level of post</li> </ul>	
How	<u>Competencies</u>	<u>Personal Attributes</u> (level expected when job is conducted to the required standard)
	<b>Framework</b> <i>Seeking to establish the framework and guiding principles; making a positive contribution to the wider life and</i>	Demonstrates the Trust's ethos and adopts high standards of behaviour in their role.
		Motivates others to take responsibility for their own health and safety.
		Participate effectively as a member of a team, fostering positive relationships. Efficient and methodical, monitors and attends to detail; checks for errors.

	<i>ethos of the Trust.</i>		
	<b>Development</b> <i>Monitoring, coaching, guiding and supporting teams and individuals, setting examples of desired behaviours.</i>	Undertake appropriate professional development to secure progress in your career.	
		Developing practice ensures effective professional contribution across the department.	
	<b>Leading</b> <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Developing supervision skills and provides informal leadership/direction.	
		Consults at the start and as appropriate throughout the activity and within the team.	
		Willing to accept responsibility for own activities and those of the team.	
	<b>Task Management</b> <i>Establishing appropriate courses of action for oneself and others to accomplish.</i>	Involved in setting tasks.	
		Conscientious in adhering to deadlines and perseveres to achieve project tasks.	
		Makes short term, considered plans.	
	<b>Communication</b> <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Briefs immediate colleagues well, transferring knowledge as appropriate. Giving others opportunity to ask questions and check understanding.	
		Presents information in a structured and logical way, and uses a variety of communication techniques, taking account of the needs of the audience.	
	<b>Problem Solving/Decision Making</b> <i>Able to identify a potential problem, propose and assess solutions and decide upon a course of action.</i>	Reasons logically and focuses upon solving the problem, building upon previous experience.	
		Initiates joint decision making within own team.	
		Knows how to report, record and pass on information.	
		Deals with task problems within own team.	
Context	Interfaces	Internal/External	Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.
		Financial impact/budget	Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.
	Scope	People (directly/indirectly manage)	Deputise in the absence of the PA to Principal/Office Manager/Business Manager. Act as a professional role model at all times.
		Travel	You will be required to travel to academies as necessary.
	Education, Qualifications and Experience (EQE)	Educated to GCSE grade C or equivalent standard in English and mathematics and a working knowledge of Microsoft Office are essential to this role. Relevant Business or Administrative qualification/experience would be advantageous as is experience of supporting education in an administrative role.	
	Safeguarding	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.	

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.