

SEND VI Administrative Assistant (VIAA)

Hours of Work: Monday to Friday, term time only

Working Hours 9.00 - 15.00 hours daily with a 30 minute unpaid lunchbreak

Range Point A (FTE £18,720, Pro rated to £14,300 per annum)

Start Date: September 2025 Fixed Term Contract to July 2025

Job Title:	SEND VI Administrative Assistant (VIAA)
Main Purpose:	To support in adapting and reformatting resources for Visually Impaired students.
Reports to:	Head of SENCO
Role requirements::	• The ideal candidate will have excellent IT skills, and be particularly proficient in using Microsoft 365, specifically Word, but also flexible and able to familiarise themselves with new IT software very quickly. • Excellent IT skills and at least 8s in science and maths at GCSE • You will be a creative thinker, who demonstrates excellent people and communication skills (for liaising with both colleagues and students), as well as high levels of resilience. • You will be self-motivated and highly organised
Additional Responsibilities:	Main duties and responsibilities are indicated above. Other duties of an appropriate level and nature may also be required, as directed by the Headteacher.

Conditions of Employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.

The post holder is required to uphold the school's policy in respect of child protection matters. S/he shall be subject to all relevant statutory and institutional requirements.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed. The post holder may be required to perform any other reasonable tasks after consultation.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

All staff participate in the school's performance management scheme.

Signed _____ Date: _____

