

# SEND Administrative Support

candidate information



## WELCOME

Welcome to Ormiston Ilkeston Enterprise Academy and thank you for considering applying for this position, this is a school dedicated to achieving the highest standards of teaching and learning and we need good teachers and good people in order to achieve our aim.



At OIEA, we pride ourselves on our calm and purposeful atmosphere around the academy, with high standards for every aspect of academy life. Detentions are centralised and staff workload is carefully considered, we realise and appreciate that staff are our greatest resource.

We live and breathe our core values of Courage, Ambition, Respect and Excellence. We are relentlessly positive and passionately care about the community that we serve. We are looking for candidates that embody these values and help to develop the culture we wish to see.

Ormiston Academies Trust (OAT) is the sponsor of Ormiston Ilkeston Enterprise Academy. OAT is a not for profit sponsor of both primary and secondary academies. Their vision is for all young people to have the highest academic, social and practical skills to allow them to lead a fulfilling life. They are determined to become the Trust that makes the biggest difference. Find out more on the [Ormiston Academies Trust](#) website.

The academy is easily accessible to the M1 (J25-26) and the A50 link to the M6. The major city centres of Derby and Nottingham are only 15 minutes' drive and Leicester, Sheffield and Birmingham are all within 45 minutes travel time.

Ilkeston is also on the doorstep of Shipley Country Park and only a short distance from the Peak District National Park. The local area is an attractive and pleasant place to live, Ilkeston people are renowned for their warmth and humour – it is a close and friendly community in which to work and live, come and be part of our family.

Put simply, it's a great place to come and work! I look forward to receiving your application

**Mr Simon Leach**  
**Principal**



## SEND AMINISTRATIVE SUPPORT

**SCALE:** OAT Scale 2 Pts 3-5

£20,812 - £21,575 (pro-rata)

£10,886 - £11,285 actual salary per annum

Term time only – 39 weeks per annum

**HOURS:** 22.5 hours per week, 39 weeks per annum

8.30 am - 1.00 pm daily, Monday to Friday.

### Required as soon as possible

If you are someone who is passionate about their job, enjoys working with young people and is determined to make a real difference to the children, then this could be the role for you.

We are looking for an enthusiastic administrative person to join this forward-thinking academy. We are seeking to employ staff who have a thirst to develop young people and build teams committed to academic and pastoral success. This is a fantastic opportunity to play a key role in influencing positive learning outcomes for our students.

*This role is part time, and we also have another part time vacancy available (Receptionist, Administrative Assistant & First Aider) should you be interested in working both and undertaking a 37-hour week.*

This is an exciting time to be joining our Academy. Our latest building houses the English, science and mathematics departments in state-of-the-art facilities. Our Academy is a vibrant and friendly place to teach, with 960 students currently on roll between 11-16 yrs.

Visit us online at [www.oatcareers.co.uk](http://www.oatcareers.co.uk) where you can find further information and details on how to apply. Please note that CVs are not accepted.

For an informal chat or to arrange a visit please contact Mrs Tracey Marriott, SENDCO, on 0115 9303724 or by emailing [tmarriott@oiea.co.uk](mailto:tmarriott@oiea.co.uk)

**Closing date:** 10 am, Tuesday 16<sup>th</sup> May 2023

**Interviews to be held:** soon after the closing date

Ormiston Ilkeston Enterprise Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The Academy's Child Protection and Safeguarding Policy can be found on our website: <https://www.oiea.co.uk/admin/wp-content/uploads/sites/21/2022/09/Child-Protection-and-Safeguarding-Policy-2022.pdf>

Suitability checks will be undertaken including two satisfactory references, medical clearance, Enhanced DBS check, including Children's Barred List, confirmation of qualifications, Prohibition Order or Interim Prohibition Order, verification of i.d. and of the Right to Work in the UK, Proof of NI Number.



## **JOB DESCRIPTION**



**POST: SEND Administrative Support**

**Required as soon as possible**

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£20,812 - £21,575 (pro-rata)  
£10,886 - £11,285 actual salary per annum  
Term time only – 39 weeks per annum

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8.30 am - 1.00 pm daily, Monday to Friday.  
(times of working can be negotiated if needs be with the successful candidate).

**RESPONSIBLE TO:** The Principal, working under the direction of the Assistant Principal  
SEND and Inclusion.

### **ROLE:**

To support the SENCo in all aspects of administration

### **MAIN DUTIES:**

- Administrative Support for the SENCo
- All administrative and clerical duties needed to support the SENCO
- Answering enquires, typing, faxing, sending letters and reports to parents/outside agencies
- Liaising with parents, the LA and other stakeholders as necessary
- Dealing with situations of a sensitive nature
- Ensuring all Annual Review paperwork is carried out and submitted on time attend and take minutes at Annual Reviews
- Update the SEN Register and other records
- Booking appointments
- Assist with timetabling of support
- Assisting with the ordering of all books and equipment needed for the department
- Assist and help set up for Open Evenings, Tours and Taster Days
- Typing Individual Education Plans and arranging their reviews
- Manage up to date record keeping

### **Duties and Responsibilities – General**

- To adhere to existing practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
- To participate in the academy's performance management programme.
- It will be necessary to work with information technology and associated systems in accordance with academy policies.
- To co-operate with the academy in complying with relevant health and safety legislation, policies and procedures in performance of the duties of the post.
- To carry out the duties and responsibilities of the post in compliance with the academy's Equal Opportunities policies.

- To maintain confidentiality and observe GDPR and associated guidelines where appropriate.
- To understand and comply with the academy's environmental policies.
- To carry out any other duties which may be reasonably regarded as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

## **PERSON SPECIFICATION**

Essential unless noted as desirable

- Experience of working in a school setting (desirable)
- Appropriate experience in administration
- Proven track record of working with a team
- Excellent I.T. skills (Microsoft office, email, internet etc.)
- Knowledge of MIS database (desirable)
- Willingness to learn new skills and acquire new areas of knowledge
- Excellent verbal and written communication skills
- Able to prioritise work load
- Flexible working and ability to multi-task
- Calm in a crisis
- Uses own initiative
- Able to interact effectively with staff, parents, students and outside agencies
- Efficient, organised and meticulous
- Discrete
- Understanding and sensitive to others
- Keen to develop the role



**Ormiston Ilkeston Enterprise Academy**  
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**Derbyshire**  
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