



# Tapton School Academy Trust JOB DESCRIPTION

<b>DIRECTORATE</b>	<b>EDUCATION</b>
<b>SERVICE</b>	<b>TAPTON SCHOOL</b>
<b>POST TITLE</b>	<b>Administration Assistant – Inclusion Support</b>
<b>SALARY RANGE</b>	<b>Business Support 2.5 Grade 4 pt 7 - 12 37 hours per week, 41 weeks per year</b>
<b>RESPONSIBLE TO</b>	<b>DEPUTY HEADTEACHER</b>
<b>RESPONSIBLE FOR</b>	
<b>HOLIDAY AND SICKNESS RELIEF</b>	<b>Cover Manager</b>
<b>PURPOSE OF JOB</b>	<b>To provide Administrative support to the Student Year Leaders Year 7 – 11 and to the Deputy Headteacher</b>

## **JOB DESCRIPTION FOR POST OF:- ADMINISTRATION ASSISTANT INCLUSION SUPPORT**

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

The postholder must at all times carry out his/her responsibilities within the spirit of the City Council's Policies and Procedures, in particular the Council Policies on Equal Opportunities and Health and Safety and also, within the framework of the Education Act 1996.

#### **Organisation and Administration**

- Manage and organise the parents' evening process ( virtual or in person) for Year 7 – 11 to ensure that all parents' evenings run smoothly and efficiently, to include the general administration before the evenings as well as the setting up of the hall/dining room/foyer and produce attendance reports following the event
- Manage lunchtime and after school detentions, send daily behaviour text messages, issue detention reminder slips for lunchtime and after school detentions and monitor attendance at detentions
- Manage and record all behaviour incidents for year 7 – 11 ensuring Bromcom behaviour system is up to date
- Produce weekly reports e.g. lates and completion of the associated spreadsheets
- Liaise with parents, students and staff regarding Bromcom MCAS
- Create behaviour and rewards reports for Leadership Team and Year Leaders
- Administer year 7 – 11 school rewards
- Compile the folder of information for governor/leadership/permanent exclusion hearings
- Provide admin support to the inclusion team (Year Leaders and Learning and Inclusion Key Stage Coordinators) including compiling relevant paperwork for student/parent meetings
- Minute weekly inclusion meetings and leadership disciplinary meetings
- Replenish whole school forms in relation to each year group to include updating of and replenishment of the fire evacuation folder
- General filing/photocopying/typing

#### **Whole School Responsibilities**

- Manage cover in the absence of the Cover Manager
- Comply with and assist with the development of policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to the CPLT.
- Be aware of and support diversity, ensuring equal opportunities for all.
- Contribute to the ethos of Tapton School.
- Develop professional, constructive relationships with other agencies/schools/ professionals.
- Participate in meetings, training and performance development as necessary

- Recognise own strengths and areas of expertise – using these to advise and support others.
- Engage in CPD

**To undertake any other duties and responsibilities, which do not change the character and purpose of the post as, may be determined after negotiations between management, the postholder and the appropriate trade union.**

## TAPTON SCHOOL

### PERSON SPECIFICATION – Administration Assistant (Student Support)

Minimum Essential Requirements	Method of Assessment
<b>Skills/Knowledge</b>	<i>(e.g. Interview, Application form, test, assessment, etc)</i>
Experience of successfully working with Microsoft Office, in particular Word, Excel, Power point	Application
Experience of Bromcom software is desirable	Application
Experience of working in a busy office environment	Application
Self motivated, able to work using own initiative and to deadlines	Application, references
Excellent communication skills – both written and oral	Application, references
Experience of working with confidential material	Application, references
Experience of working in a supportive role to management	Application, references
<b>Experience/Qualifications/Training etc. (if any)</b>	
Good all round education	Application
ECDL or similar computer based qualification is desirable	Application
NVQ Level 2 qualification is desirable	Application
Willingness to undergo further training	Application, interview
<b>Work Related Circumstances (including Working Conditions)</b>	
Tapton school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment	