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**Administrative Assistant**

**SEN Department**



**‘Educating With Care to Succeed’**



Administrative Assistant

SEN Department

Grade 14 (Starting salary £8238 per annum)

20 hours per week

(term time only)

#### THE YEOVIL AREA

Yeovil is a large market town set close to the Somerset/Dorset border. The countryside around Yeovil is breathtakingly beautiful, ranging from picturesque villages, open rolling pastures and dramatic hilly areas to the large towns of Taunton and Dorchester not far away. Buckler’s Mead Academy is situated on the edge of town, towards the Dorset border.

**THE ACADEMY**

Buckler’s Mead Academy is a caring, 11 – 16 community academy of approximately 800 students, where we all want the very best for every student and we constantly strive to improve.

**“You have supported me and taken an interest in everything I have done, my confidence has improved so much”**

This student quote encapsulates our belief in educating with care to enable students to succeed. At Buckler’s Mead we recognise young people develop at different rates, have differing hopes and ambitions and career paths. Here, young people are exposed to a wealth of opportunities both within and beyond the classroom in an academy that places a strong emphasis on the development of well-rounded individuals of whom the staff and parents can feel justifiably proud.

We are very clear that the gender, background, race, poverty, wealth or social status of a student should have no bearing on how well they perform and staff here work extremely hard in trying to close that gap between the different groups of students. We have an excellent reputation for our inclusive work with EAL and SEND students.

Visitors often comment on the warm, friendly and positive relationships between staff and students and within the student body itself which are an immediately apparent hallmark of Buckler’s Mead. Our teachers have high expectations of themselves and of our students. Regardless of their ability, students are set challenging and ambitious targets for their academic progress. Over the past 5 years the quality of Teaching and Learning has risen at Buckler’s Mead. We also have high expectations in relation to attendance, punctuality, uniform and behaviour, so everyone has the opportunity to succeed. Our academy environment is positive, engaging, supportive and purposeful.

Ofsted visited us in June 2018 and we were delighted to receive a ‘Good’ judgment.

**Some key points from the report:**

* *Pupils feel safe and cared for well.*
* *The school has an inclusive ethos.*
* *The school is always looking to improve the outcomes for pupils.*
* *The school has a friendly atmosphere.*
* *Pupils are supported well and making good progress.*

For further details please read the report on our website: [www.bucklersmead.com](http://www.bucklersmead.com)

THE POST

This is a new role within the academy. The SEN Administrative Assistant is required to provide an efficient and effective administrative service, offering support to the SENCo and SEN Department. The main requirement of the role is to attend meetings with the SENCo, to take minutes of the meeting and distribute an accurately typed record of the meeting as required.

Other duties will include populating and updating student databases for academy staff, filing, managing diary and appointments for the SENCo.

The post is 20 hours per week, term time only. Some flexibility around specific working hours will be required subject to timings of meetings.

**WHO ARE WE LOOKING FOR?**

The successful candidate will be flexible and adaptable to the differing aspects of this busy role. The successful candidate will require the following:

* Confidentiality is the most important aspect of this role, due to the sensitive nature of some of the meetings the successful candidate will be attending.
* Good knowledge of Microsoft Office, especially Microsoft Word and Excel. Good, accurate typing skills are essential.
* Must be able to use own initiative and be well organised.
* Ability to communicate with adults and students politely and effectively.
* Ability to maintain records and files manually as well as electronically.
* Flexibility, tact, diplomacy and good communication skills.
* Knowledge of procedures for a range of administrative activities, including experience of IT packages, plus operational experience of administrative systems. A knowledge of SIMS would be advantageous but not essential, as full training will be provided.
* Good written and verbal communication skills and the ability to provide information and guidance to colleagues and stakeholders within defined guidelines.
* Able to perform other administrative duties as required, including dealing with visitors, using courtesy and tact.
* SEN background would be an advantage for this role but not essential.

**THE APPLICATION AND SELECTION PROCESS**

## The accompanying Job Description gives further information about the knowledge, skills, experience and attributes, which the successful candidates will possess.

Applicants should apply using the Buckler’s Mead Academy application form along with a letter of application, not exceeding two sides of A4, giving details of their interest and suitability for this post. Please send your completed application to Mr Mark Lawrence, Acting Headteacher.

Closing date: **MONDAY 14 OCTOBER 2019 (9.00 am)**

Interviews**: Week beginning 21 OCTOBER 2019.**

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| Buckler’s Mead Academy is committed to safeguarding and promoting the welfare of children in line with the DfE guidelines “Safeguarding Children: Safer Recruitment and Selection in Education Settings”. Please read the enclosure relating to our policy in line with Somerset County Council procedures.The Academy has a policy commitment to equal opportunities in employment and seeks to ensure no employee or applicant receives less favourable treatment than another. The academy welcomes applications from as wide a range of candidates as possible. All posts are filled on merit. |

#### logoBuckler’s Mead Academy

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| **JOB DESCRIPTION** |

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| **Establishment:** | Buckler’s Mead Academy |
| **Job Title:** | Administrative Assistant – SEN Department |
| **Job Grade:** | Grade 14 |
| **Reports To:** | SENCO |
| **Main Purpose of Job*:*** |
| Provide an efficient and effective administrative service to the SENCo and SEN department in accordance with the academy’s statutory policies. |
| **Main Responsibilities and Duties:**  |
| * Attend meetings with the SENCO and produce accurate minutes of meetings.
* Word process and distribute minutes of meetings as required.
* Deal with queries on telephone as required.
* Maintain filing system for SEN department.
* Manage diary and appointments for SENCO.
* Other administrative tasks as may be required.
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| **Physical Effort and Working Conditions:**  |
| Working in an office environment with frequent use of IT equipment.  |
| **Knowledge, Skills and Experience:**  |
| * Good working knowledge of Microsoft Office packages, especially Microsoft Word and Excel. Good typing skills are essential.
* Must be accurate, use own initiative, computer literate and be well organised
* Ability to communicate with adults and students politely and effectively.
* Ability to maintain records and files manually as well as electronically.
* Absolute confidentiality is an essential requirement of this role.
* Also required are flexibility, tact, diplomacy and good communication skills.
* Knowledge of SIMS an advantage but training will be provided.
* An SEN background would be an advantage but not essential
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| **Additional Information:**  |
| * The academy reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
* All staff are responsible for promoting and safeguarding the safety and welfare of children and young people.
* All duties and responsibilities must be carried out with due regard to the academy’s Health and Safety Policy.
* Duties which include the processing of any personal data must be undertaken within the corporate data protection guidelines.
* The academy has an outstanding record of support and development of its staff and the successful candidate is guaranteed excellent support through our CPD structure. The post is subject to a 6 month probationary period.

To undertake such other duties as may be reasonably required and which are consistent with the general level of responsibility of this job/as deemed necessary by the Line Manager, Business Manager or Headteacher. |
| **Agreed** that the Job Description is a fair and accurate statement of the requirements of the job:Job Holder: …………………………………………………………. Date: …………………Line Manager: ……………………………………………………… Date: …………………Designated Senior Manager: …………………………………….. Date: ………………… |

October 2019