GRANGE ACADEMY JOB DESCRIPTION

Job Title:	**Clerical Assistant**
Responsible to:	**Headteacher**
Pay range	**NJC 3B + 2, pt 7-11**

Core Purpose – Provide administrative services to the school with a focus on EHCP administration, undertaking other administrative duties as needed.

- Administer the paperwork for Educational Health Care Plans (EHCP)ensuring that paperwork is ready in a timely fashion for meetings and that it is processed within the required time and returned to Borough before the deadline.
- Produce an EHCP program for the year, ensuring that time scales are met and parents / carers, the appropriate staff and professionals are invited and confirmed to attend the meeting either virtually or in person.
- Attend complex EHCP meetings to take minutes when required.
- Liaise with the Senior Leadership Team, SENDCO, class teachers and other relevant staff to ensure the terms of the EHCP are met.
- Update Pupil Files to ensure all EHCP paperwork is up to date.
- Liaise with the designated safeguarding leader in school and deal appropriately with safeguarding issues and to be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Facilitate visits to the school for various professional services e.g. School Nurse etc linked to pupil EHCP needs.

Other duties – Administrator including Educational Health Care Plan responsibility

You may also be asked to undertake other duties including:

- To undertake reception duties including greeting visitors, students and staff, answering the telephone, dealing with general enquiries, receiving deliveries and adhering to school policy on security.
- Operating the Academy's IMS, updating information as necessary, especially connected with EHCPs.
- To be a named first aider and administer medication.

Accountability

- Commitment to the Vision and Ethos of BILTT.
- Maintaining strict confidentially at all times for staff, students and visitors to the school.
- Covering other office roles during absence and busy times (shadowing opportunities/training will be provided).
- Be aware of and follow appropriate school and MAT policies.
- To undertake many other varied duties of a similar level and responsibility as may be required from time to time as directed by the Headteacher or SLT.
- Share the commitment of BILTT to Safeguarding and promoting the welfare of children and/or vulnerable adults.