

Ref: PS07

SEND Administrative Assistant – Job Description

Job Title:	SEND Administrative Assistant
Reports to:	SEND Coordinator (SENDSCO)
Salary:	Salary to be negotiated according to the post holder's strengths and experiences within the range of £20,000 to £23,000 per annum.
Hours of work:	Normal hours of work, to align with the Academy day, are: 8am to 5pm on Mondays to Wednesdays; 8am to 4pm on Thursdays; 8am to 3pm on Fridays.
Holidays:	Thirty days holiday, to be taken outside of term time, plus eight bank holidays.
Type of post:	Permanent, full time, 52 weeks per annum. Flexible working, including term time only may be considered.

Overall Job Purpose

To provide efficient, timely and accurate administrative support to the SEND Coordinator, thereby contributing to the aim of establishing Trinity Academy as one of the best schools in South London and ensuring that all pupils achieve to their full potential. To contribute to the safeguarding and well being of all pupils.

Accountabilities – Specific

- Contribute to the maintenance of effective and efficient administrative systems that meet the needs of Trinity Academy in respect of SEND pupils.
- Maintain manual and computerised records / management information systems, ensuring the timely and accurate inputting and updating of SEND pupils' information.
- To collate SEND statistical returns as requested
- Ensure that all records are held safely, in line with the Data Protection Act, and that confidentiality is maintained at all times.
- Undertake typing, word processing and other ICT based tasks, as required by the SENDSCO,
- To assist the SENDSCO in the production of reports, as required by Trinity Academy and external organisations.

- To assist the SENDCO in maintaining the Academy's SEND register.
- Under the direction of the SENCO, to collate and prepare information relating to assessments, statements and referrals to other agencies.
- Ensure that all telephone calls are answered promptly and dealt with professionally.
- To ensure that telephone messages are recorded accurately and forwarded in an appropriate and timely manner.
- Undertake typing, word processing and other ICT based tasks, as required by the SENDCO.
- Undertake routine administrative tasks, as required e.g. filing, photocopying
- To maintain a SEND diary.
- To contribute to the support of SEND pupils, as required by the SENDCO.

Accountabilities – Generic

- Serve as a role model based on high standards and professional conduct.
- Be aware and comply with policies and procedures relating to equal opportunities, confidentiality and data protection, reporting all concerns to an appropriate person.
- To comply with the Academy's Code of Conduct.
- Maintain confidentiality in relation to all work undertaken.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people and with regard to Child Protection procedures.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Undertake any necessary professional development.
- Carry out such duties as may be reasonably assigned by the Executive Principal/CEO.

This job description will be reviewed and updated annually in line with the ongoing development of Trinity Academy. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties. Specific elements of this job description and changes to it may be subject to future negotiation between the post holder and the Executive Principal/CEO.

SEND Administrative Assistant – Person Specification

A. Qualifications

	Essential	Desirable
GCSEs (grades A-C) in English and Maths	X	
RSA word processing level 3		X
NVQ / VQ level 3 in Business and Administration		X
Right to work in the UK	X	

B. Experience, Skills & Competencies

	Essential	Desirable
Experience of working in an administrative role	X	
Experience of working in a school	X	
Experience of working in a SEND department		X
Competent in the use of Microsoft Office packages	X	
Experienced in the use of databases	X	
Excellent written and verbal communication skills	X	
Good numeracy skills	X	
Excellent organisational and time management skills	X	
Experience of working as a team member	X	
Ability to work without supervision	X	
Ability to relate well to children and adults	X	

C. Knowledge & Understanding

	Essential	Desirable
An understanding of the importance of safeguarding and promoting pupil well being	X	
Understanding and knowledge of procedures and legislation related to confidentiality	X	
Knowledge of relevant Academy policies / codes of practice		X
An understanding of how teams work	X	
To understand and be able to deliver the vision of the Academy	X	
To understand and promote the Academy's ethos and values	X	

D. Personal & Professional Qualities

	Essential	Desirable
A positive role model	X	
Values diversity and promotes equal opportunities	X	
Commitment to own CPD	X	
Determination, resilience and drive	X	
Enthusiasm, creativity and initiative	X	
Entrepreneurial approach		X
Excellent record of attendance and punctuality	X	