

JOB DESCRIPTION – 2019

Job Title: Learning Support Administrator

Reports to: Head of Learning Support – SENDCo

Department: Learning Support

Hours per week: Flexible – 25 hours per week Term time only plus 3 weeks totalling 37 weeks per year

Key Working Relationships

Deputy Head Academic Studies

Head of Learning Support – SENDCo

Examinations Officer

Admissions Team

Learning Support Team

Students

Parents

Job Summary

Provide secretarial and administrative support for 2 key members of the School function:

- Head of Learning Support - SENDCo
- Examinations Officer

As part of the Learning Support team help with additional tasks as and when required, providing secretarial/administrative support for members of teaching staff.

Duties and Responsibilities

- To support the Head of Learning Support and Exams Officer in all aspects of their administration
- To provide high quality secretarial, administrative and clerical support to the SENDCo
- To collate, copy and distribute relevant paperwork for meetings
- To be responsible for organising the statutory documentation for Annual Reviews which include; Annual Review schedule; inviting parents, outside agencies and collating teacher, student and parents' comments
- Update the SEN Register and maintain accurate records on the MIS
- To manage all external agency appointments
- To coordinate the actions from all meetings including the typing up and distribution of minutes
- To manage the current and archived student's file, ensuring that secure documents are treated appropriately in line with GDPR
- Use the MIS to generate specific information or reports or to compile and collate data
- Monitor stock and stationery, cataloguing/documenting resources and undertaking audits as required for the department
- Coordinate Access Arrangements for exams and liaise with Exams Officer

- Day to day admin duties including writing letters, dealing with correspondence, photocopying, filing, ordering stationery etc.

Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager.

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and School.

This job description and accompanying documentation do not form part of the employment contract.

Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School.

The post holder will be required to participate in the School appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

Safeguarding and Child Protection

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Leighton Park's Safeguarding and Child Protection Policy and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.

Information Security, Confidentiality and Data Protection

During the course of employment, the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All person identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the School and colleagues in complying with Health and Safety obligations to maintain a safe environment.