**The Special Partnership Trust**

*A community which aspires together*

**Delivered by:**

An ambitious, inspirational partnership of outstanding learning.

**Achieved by:**

An integrated Trust with strong leadership at all levels in delivering outstanding educational outcomes, empowering pupils, parents, and staff to strengthen our community even further*.*

**JOB DESCRIPTION**

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| **Job Title:**  | Receptionist & Admin assistant. |
| **Salary:** | £24,926 per annum FTEWeekly hours 37Paid weeks 39Actual salary £18,644.30( Hourly rate £12.92) |
| **Base:** | Pencalenick School |

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| **Main Purpose of Job:** |
| Reception (2 Days per Week)* Act as the first point of contact for visitors, parents, and professionals
* Ensure the safeguarding and signing-in processes are followed
* Manage incoming calls, emails, and messages efficiently and courteously
* Support daily administrative tasks as directed by the Admin Manager
* Maintain a tidy and welcoming reception area
* Receive and distribute post and deliveries

Administrative Support (3 Days per Week)**Attendance*** Record and monitor daily pupil attendance using the school Arbour system
* Follow up with parents/carers regarding unexplained absences
* Support processes around attendance interventions and letters

**Pupil Records & Files*** Maintain accurate and secure pupil records, including admissions, leavers, and safeguarding files
* Ensure compliance with GDPR and school data retention policies
* Liaise with class teams to ensure information is current and complete
* Monitor and process pupil daily attendance and liaise with designated safeguarding lead.

**HR Administration*** Assist with the recruitment and induction process as directed by the Admin manager.
* Support staff communication and wellbeing initiatives
* Maintain staff records with completed induction policies

**Newsletter & Communications*** Lead on the creation and formatting of the monthly staff school newsletter
* Ensure the newsletter reflects the school’s ethos and celebrates key achievements
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| **Main Duties and Responsibilities:** |
| **Expectations*** Hold and articulate clear values and moral purpose, focused on supporting pupils.
* Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils with profound, severe and complex learning needs, the workforce, and towards parents, governors and local community.
* Lead by example - with integrity, creativity, resilience, and clarity
* Sustain knowledge and understanding of education and school systems locally and pursue continuous professional development.

**Main duties*** Establish supportive relationships with pupils, encouraging individual development, acceptance, social integration, and development of self-esteem
* Carry out administration in relation to pupil progress, monitoring health, behaviour and general wellbeing and feeding back or adapting as appropriate
* Effectively use IT systems as required by the school
* Maintain confidentiality regarding sensitive issues linked to home/pupil/staff/school
* Raise any concerns in accordance with the school’s safeguarding policies and procedures
* Assist with duties relating to pupil sports activities/events where relevant
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| **General – applicable to all Trust roles:** |
| * To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the academy’s and the Trust’s pupils at all times
* To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance
* To adhere to Trust values and behaviours
* To be aware of and adhere to all Trust policies and procedures
* To be responsible for your own continuing self-development and attend meetings as appropriate
* To undertake other duties appropriate to the post as require
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| **Company Overview:** |
| We are a specialist educational trust on a journey to raise the bar and set new standards for Special Educational Needs (SEN) throughout the Southwest.The Trust was founded in 2016 and is currently made up of 6 schools and 4 ARBs. Unlike other trusts, we are purely made up of SEN schools and ARBs. This puts us in a unique position to do things differently.We realised early on in our journey that there wasn’t a one-size-fits-all approach. So we developed a philosophy that places our young people front and centre. Every decision we take is based on meeting the needs of our young people and helping them succeed. And when we say ‘succeed’ we don’t just mean academically. When you work with us you'll be joining a specialist educational trust on a journey to raise the bar and set new standards for Special Educational Needs (SEN) throughout the UK.We are not afraid to do things differently and we never settle for ordinary. We aspire to be the best in everything that we do. We provide our young people with the highest quality education, give them access to the best opportunities available to them, and take pride in giving them a sense of self-worth and purpose - built on a foundation of resilience and independence.Through collaboration, co-operation, and creativity - underpinned by an ethos built on inclusivity, empowerment, and transparency - we aim to inspire every single young person (as well as their families and our staff) to be the very best versions of themselves they possibly can. We do this through an ambitious, specialist curriculum that goes beyond school life and focuses on living as well as learning.We step outside the comfort zone when it’s needed, we care more than people think is needed or necessary, and we genuinely want to improve the lives and experiences of our learners. We dare to be different, we have courage in our convictions, and we strive every single day to draw the best out of everything and everyone in our community.**We are...****Ambitious:** We believe in setting new standards and consistently raising them through the quality of our work and approach.**Aspirational:** We dream big and are brave enough to act on our aspirations. Invested. We care. It’s easy to say but, for us, it flows through every part of the Trust. We are invested in improving the lives of our young people both now and into the future.**Purposeful**: We don’t do things for the sake of doing them. We are driven by our purpose and committed to turning our vision into a reality.**Genuine:** Honesty, transparency, and authenticity are what all our work is built on. Inclusive. Every single voice matters. Everyone can have ideas, express views, and be heard.**Energetic:** We make SEN exciting. We are the go-getters and the trend-setters. We are not bound by convention and infuse our energy and passion through everything we do.**Specialist:** We are a specialist trust, and this gives us a unique and unprecedented insight into the needs of our young people and their families. |

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| **Person Specification:** |
|  | **Essential**  | **Desirable** | **Recruiting method** |
| **Education and Training**  | Excellent interpersonal and communication skills | Knowledge of Arbour. | Application  |
| **Skills and Experience**  | Good skills in basic communication, literacy and numeracy.Good IT skills and ability to learn and effectively use electronic information systems.Able to work without supervision.Able to manage sensitive information confidentially.Ability to undertake training required for the role | Previous experience working in a school or with young people.Understanding of attendance regulations. IT Literate ( Word, excel, e-mail, newsletters) | Application/Interview/Assessment |
| **Specialist Knowledge and Skills** | Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people Demonstrates an awareness, understanding and commitment to equal opportunities  |  | Application/Interview/Assessment  |
| **Behaviours and Values**  | Be flexible to work independently in a responsible mannerConstructively support the positive ethos of the school by being self-aware and taking personal responsibility for being part of the administration team. Respect confidentiality. |  | Application/Interview/Assessment  |

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| **Special Conditions related to the post:** |
| ***The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.***Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment: * Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
* Receipt of two satisfactory employer references one of which must be from your current or most recent employer
* Satisfactory verification of relevant qualifications
* Satisfactory health check

All new employees will be required to undertake mandatory training required by the Trust. |

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| **Trust Benefits:** |
| **Our Trust is committed to providing employee benefits that motivate and reward our employees.****Our benefits include**: * A competitive salary
* 29 days paid annual leave (plus bank holidays) - pro-rata for part time workers
* Eligibility to join the local government pension scheme
* Family friendly policies
* Local and national discount schemes, special offers and cash back initiatives
* Employee Assistance Programme
* Bike2Work Scheme
* Simply Health Optimise Health Plan and Wellbeing support
* Continued professional development support
* Apprenticeship Opportunities
* Flexibility to work across the Special Partnership Trust, the largest SEN provider in the county
* Support for the wellbeing of staff
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