



SINCE 604 AD

KING'S SCHOOL

ROCHESTER

JOB DESCRIPTION

Post title: Administrative Support (Learning Support Department)

Reporting to: Head of Learning Support

Hours of work: Part Time (0.6 FTE) - Term Time Only

Introduction

King's Rochester is the oldest choir school and the second oldest school in the world.

There has been a school on the Cathedral Foundation since 604AD, but the name of 'King's School' dates from the Reformation. King Henry VIII appointed a Dean and Chapter, a full choral establishment and 'twenty scholars to be taught Grammar', together with a Headmaster and Under-Master of the Cathedral Grammar School.

The School now has 610 pupils between the ages of 3 & 18, with 60 boarders. The Senior School provides for pupils between 13 & 18, and consists of 270 boys and girls, there is a Preparatory School for the ages 8 to 13, a Pre-Preparatory School for those aged 3 to 8 and a Nursery. Although the School is comparatively small, it has a strong academic tradition; nearly all the pupils continue to A-Levels and go on to university.

The School is situated in the most historic part of Rochester, adjacent to the Cathedral and Castle. However, it is within easy reach of the country and is only thirty miles from London. The School has close links with the Cathedral, which it uses daily as its Chapel, and although candidates need not be Anglicans, it is important that they should feel sympathy with the Christian tradition of the School.

Administrative Support for the Learning Support Department

Reporting to the Head of Learning Support, the Administrative Support position is a part time (0.6 FTE), term-time only role, providing assistance to the Learning Support Department.

Main Activities

- To maintain all EHCP folders, adding relevant professional reports to physical and digital files, sending in-year and annual review paperwork to parents and the collation of annual review paperwork.
- To organise A-Z SEN files, adding professional reports to files and iSAMS profiles, disseminating highlighted information to staff and adding it to their pupil passport as appropriate.

- To create and maintain individual pupil Access Arrangement files and contents including: checklists, consent forms, teacher questionnaires, testing content and data protection notices, ensuring they are ready for immediate inspection by JCQ.
- To create Access Arrangement exam identity cards and liaising with the exams office to ensure these are up to date and present for all public exams.
- To source resources for the Learning Support department such as reading comprehension documents, task boards, flash cards and bespoke work books.
- To create visual timetables or other resources for specific pupils whose needs necessitate variation in their provision.
- To assist the Head of Learning Support with any requests/additional administration tasks.
- To maintain the Pupil Passports for all pupils with SEN (years 4-13)
- To create Pupil Profile Questionnaires, distribute to relevant persons and assess the results in order to assist in the creation of the student's profile.
- To assist the Head of Learning Support with diary management for the Learning Support Department. Including the scheduling of appointments, meetings, assessments and liaising with external visitors and parents.
- To provide support to pupils who come to the Learning Support office with specific issues, helping them directly or signposting them to the relevant person(s) for assistance.
- To create and distribute various online surveys such as the Teacher Audit of Access Arrangements, ADHD initial checklists and quality first teaching strategies for specific pupils.
- To update the Intervention information and assign relevant pupils to them in conjunction with their iSAMS profile, including the upload of linked documents and/or medical letters.
- To maintain the user-defined groups on iSAMS relating to all Learning Support Interventions running
- To assist the arrangement of testing for specific reasons, such as access arrangements, with pupils.
- To order stationary and resources from external suppliers.
- To carry out general office duties such as answering the phone on behalf of the Head of Learning Support and passing on messages in order of priority/responding appropriately where possible.
- To adhere to Health and Safety Regulations
- To ensure that safeguarding of pupils is a primary concern
- To keep confidential any issues related to Kings' School Rochester which are deemed confidential
- To participate in appropriate meetings
- To read, understand and adhere to all School policies

The majority of the work completed by the Learning Support Department has to be carried out in a timely manner as there are timeframes that need to be adhered to, if we are not to be in breach of our statutory duty.

We also deal with a significant amount of sensitive information both internally and from third parties and this needs to be dealt with and filed appropriately in line with the new GDPR legislation.

Person Specification

- Good secretarial skills including experience with Microsoft Excel and basic book-keeping
- Good communication abilities and pleasant telephone manner
- Effective use of ICT packages
- Ability to use relevant technology/equipment
- Experience of clerical/administrative/financial work would be a distinct advantage
- Good numeracy and literacy skills

- Ability to relate well to children and adults
- Able to work constructively as part of a team, understanding School roles and responsibilities and own position in these
- Ability to identify own training and development needs and willingness to participate in development and training opportunities.
- Self-motivated and keen to show initiative

Hours of Work

0.6 FTE with an hour unpaid lunch break. In addition, the post holder will be required to work for one day in the week before the start of each term.