

Northolt High School
Job Description
School administrator (SEND/EAL/Safeguarding/Finance)

Job Title:	School administrator (SEND/EAL/Safeguarding/Finance)
Grade:	SCP 7 - 11 (£19,554 - £21,166)
Line Manager:	Director of Inclusion / Designated Safeguarding Lead
Supervisory Responsibility:	None
Hours:	35 hours per week from 8.30am until 4pm
Weeks:	Term time only

Main purposes of the job

Working under the direction and guidance of senior staff:

- Provide general, clerical and administrative support to the SENDCO in all matters of administration with relation to the provision of education to students with Special Educational Needs and Disabilities and students with English as an Additional Language.
- Provide general, clerical and administrative support to the Designated Safeguarding lead in maintaining confidential files and coordinating appointments with external agencies for the DSL;
- Provide support to the financial management of the school through assisting in the Finance Office with the processing of orders;
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

Main responsibilities and tasks

Organisation

- To act as an initial point of contact for the SENDCO and DSL, making and answering routine telephone calls, face-to-face enquiries and meeting and greeting visitors.
- Support, students, staff, families and visitors by dealing sensitively with their enquiries and offering help and guidance as appropriate.
- Liaise with staff within the Inclusion team regarding student and parental concerns.
- Set up, prepare documentation for and minute meetings with parents and external agencies as required.
- Organise, prepare documentation and minute meetings for annual reviews for students with a EHC Plan.
- Liaise with the Data & Exams Officer and SEND team to ensure that access arrangements in exams are fulfilled

Administration

- Maintain and monitor databases including: timetables and interventions, relevant SEND and EAL data on SIMS, the SEND register, registers of extracurricular clubs, results from SEND and EAL assessments, exams and access arrangements and confidential safeguarding information on appropriate systems.
- Be able to use the timetables and intervention database to calculate SEND support levels.
- Maintain and update student records in hard copy as required, ensuring secure storage.
- Distribute documentation prior to and after annual reviews to all parties making note of any changes to the provision of the EHC Plan.
- Provide administrative support to SEND staff as and when necessary.
- Log results of any SEND testing including reading, writing and spelling assessments as and when conducted.
- Support and record data from external agency visits including the Educational Psychologist, Speech and Language therapist and other professionals.
- Support the administration of internal and external examinations where appropriate.
- Provide general clerical/admin support e.g. photocopying, filing, completing standard forms, and responding to routine correspondence.
- Undertake general financial administration e.g. processing orders.
- Take notes at meetings as and when necessary.

Resources

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, internet along with education specific software).
- Maintain stocks and supplies, cataloguing and distributing as required.

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be a designated First Aider (training will be provided).
- To adhere to school health and safety policy including risk assessment and safety systems.
- To adhere to school policy on equality and diversity.
- To contribute to the overall ethos/aims of the school.
- To appreciate and support the roles of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training opportunities and professional development as required.
- Undertake similar clerical duties commensurate with the level of the post as required by the Headteacher.

Northolt High School
Person Specification
School Administrator

Essential Requirements

This form lists the essential requirements needed in order to do the job. Applicants will be short-listed with the expectation of being able to meet these requirements.

Education and experience

- Experience of general clerical /administrative work.
- Experience of general financial work e.g. book keeping.
- Good level of literacy and numeracy skills.

Knowledge, skills and abilities

- Appropriate knowledge of first aid (training will be provided)..
- Effective use of ICT packages and good keyboard skills.
- Competent use of relevant administrative equipment/resources e.g. photocopier and scanner.
- Knowledge of relevant policies/codes of practice.
- Ability to relate well to children and adults.
- Ability to prioritise work to support different areas of the school effectively.
- Ability to work constructively as part of a team, understanding school roles and responsibilities and the post holder's position within these.
- Ability to identify own training and development needs and cooperate with means to address these.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.