

## **JOB DESCRIPTION: Administrative Assistant - SEND Base**

<b>Grade:</b>	<b>ME4/5</b>
<b>Responsible to:</b>	SENCO / AHT responsible for SEND
<b>Responsible for:</b>	Undertaking high level administrative and organisational support to SEND team, within the school and on behalf of the SEND Team Assist with the planning and development of support services.
<b>Hours of work:</b>	Flexible hours per week / 39 weeks per year

### **Job Purpose:**

- To provide efficient and effective administrative support to SENCO and staff in the SEND Team · To provide a welcoming, efficient and responsive reception to all visitors both in person and on the telephone
- To provide administrative support for admissions, transfers, Annual Reviews and other statutory requirements associated with managing SEN students

### **General Duties**

#### **SEN Support:**

- To write and distribute letters for statutory meetings in relation to managing SEN students
- To collate, copy and distribute relevant paperwork for meetings
- To attend and take minutes of meetings. To provide typed minutes for proof reading by the chair of the meeting
- Complete and submit complex forms, returns etc., including those to outside agencies e.g. DfES
- To provide administrative assistance in the maintenance of medical records and assist with the administration of medicines as required
- To manage the current and archived student's files; ensuring that secure documents are treated appropriately
- To print and file School Interim Review (IR) reports and other documents relating to individual students
- To maintain up to date records of the student's grades onto Provision Mapping documents and STAR (progress) charts
- Liaise with other admin staff and KSWs to ensure that documentation relating to admissions and current students are updated on a regular basis
- To prepare files for new students and ensure contact details are up to date
- To operate the on call system on behalf of staff when required
- Email and letters to parents from external providers and agencies (e.g. Kid First events/ Local careers events)

- To maintain incident logs for students
- To provide additional support in managing student behaviour where appropriate
- To collate work in the event of staff/ students absence

#### **Visitors:**

- Keep up to date records of visitors, their purpose, contact details and notes.
- Deal with complex needs of parents and students
- Provide a welcoming, efficient, responsive and helpful service when answering telephone calls; ensuring calls / messages are forwarded accurately and in a timely manner
- To guide parents around the Access Centre / SEND and School on their initial visits

#### **Administration**

- Manage manual and computerised record/information systems
- Maintain accurate student records in SIMS.net, including registers
- Use SIMS to generate specific reports, information or compile and collate data, including registers
- To undertake typing and word-processing and complex IT based tasks including mail-merge, manipulation of spreadsheets
- Provide personal, administrative and organisational support to other staff including word-processing, post (incoming and outgoing), telephones and reprographic services where required
- To be responsible for the administrative duties surrounding trips and visits
- To maintain the notice and display boards in liaison with the School's displays coordinator and relevant KSWs
- To manage the Access Centre / SEND diary and appointments

#### **Resources**

- Operate relevant equipment/complex ICT packages
- Monitor stock and stationery, cataloguing/documenting resources and undertaking audits as required
- Assist with marketing and promotion of the Access Centre / Special Needs Provision including updating and maintaining the website and generating the Access Centre newsletter.
- Maintain contact with the COSST Team

#### **Safeguarding / Child Protection:**

- Supporting the school's safeguarding procedures and policies by pro-actively ensuring visitors are wearing appropriate lanyard.
- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the School
- Comply with the School's Safeguarding Policy in order to ensure the welfare of children and young persons

- Be aware of additional vulnerabilities of the students who are Autistic or have other SEND needs

**Personal Responsibilities:**

- Playing a full part in the life of the school community, supporting its distinctive ethos and encouraging staff and students to follow this example
- Supporting the school in meeting its legal requirements for worship
- Actively promoting school policies and procedures
- Responsibility for own continued professional development
- Compliance with the school's Health & Safety policy undertaking risk assessments as appropriate
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment
- Attending and participating in meetings scheduled in the school calendar punctually.
- Adhering to the School's Safeguarding Policy
- Be aware of and support difference and ensure equal opportunities for all
- Establish constructive relationships and communicate with other agencies/professionals
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others

**Notes:**

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Deputy Headteacher
- This job description forms part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing