

JOB DESCRIPTION: Part time SEN Administrative Assistant

PURPOSE:	To support the Director of Inclusion and Learning Support faculty in all aspects of their administration
RESPONSIBLE TO:	Director of Learning Support / SENCo
DISCLOSURE LEVEL:	Enhanced
SALARY/GRADE:	Starting salary NJC 16 £19,281 pro rata (scale NJC 16-19 £19,281-£20,598 pro rata)
WORKING TIME:	16.75 hours per week, term time only/40 weeks per year approx. Wednesday 11.30-3.30, Thursday 8.00-3.30 and Friday 8.00-2.00

MAIN DUTIES

Administrative Support for the Director of Inclusion and Director of Learning Support / SENCo

- Administrative and clerical duties needed to support the Director of Inclusion
- Answering enquiries, typing, sending letters and reports to parents/outside agencies
- Liaising with parents, Local Authorities and other stakeholders as necessary
- Liaising with Feeder schools at times of transition, collecting information/data to inform Director of Inclusion.
- Dealing with situations of a sensitive nature
- Ensuring all Annual Review paperwork is completed, collated and submitted on time. Attend and take minutes at weekly faculty meetings and multi-professional meetings as appropriate.
- Update the SEN Register and other records such as Access Arrangements lists
- Booking and organising appointments
- Assist with timetabling of support
- Ordering of all resources needed for the faculty
- Assist and help set up for Open Evening, Tours and Taster Days
- Manage up to date record keeping e.g. budget, funding, census etc
- Assist with reception duties
- Carry out any other duties as directed by the Headteacher commensurate with the general level of responsibility of the post

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing school which requires flexibility in all of its employees.

This job description is current at the date shown but, in consultation with the postholder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

JCoSS is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced Disclosure & Barring check.

Person Specification – Part time SEN Administrative Assistant

Essential unless noted as desirable

- Experience of working in a school setting (highly desirable)
- Appropriate experience in administration
- Proven track record of effective working within a team
- Excellent I.T. skills (Microsoft Office, email etc.)
- Knowledge of SIMs database (desirable)
- Motivation to learn new skills and quickly acquire new areas of knowledge
- Excellent verbal skills
- Accurate written communication skills, including proof-reading.
- Able to prioritise work load
- Flexible working and ability to multi-task
- Calm in a crisis and sensitive to others
- Uses own initiative where appropriate
- Able to interact effectively with staff, parents, students and outside agencies
- Efficient, organised and meticulous
- Discrete with the handling of sensitive and confidential information
- Ability and desire to develop this relatively new role