

Lytchett Minster School

Job Details and Person Specification

Post: Administrative Assistant - SEND
Job ref: XS 8.4b Dorset Grade 4
Reports to: SENDCo



Main job purpose

The postholder will be responsible for providing efficient administrative support within the school. You will provide administrative support to the Special Needs and Disability (SEND) Department. As a member of our school administrative support team you will also be expected to work flexibly in support of wider school events and priorities as they arise, which could include supporting the examinations department.

The post will provide plenty of variety each day, given the range of challenges, students and tasks involved. The postholder must be able to work flexibly, be able to plan, prioritise and manage time effectively.

The school environment is busy with conflicting deadlines and frequent interruptions; the role will require you to be focused on the prime objective of supporting teachers in the delivery of the highest quality education to some of our most vulnerable students. The post will involve direct contact with students on a daily basis.

As part of the SEND and pastoral support provided, you will at times deal with confidential material and will communicate frequently with parents and external agencies by telephone and email. Training will be provided in school policies and procedures relating to student management and referral. On occasion, students may need to be supervised for a short time. Building positive relationships with students is essential to this role.

SEND duties

There are a number of daily administrative routines such as:

- Liaising with third parties to chase and collate Annual Review paperwork.
- To Support EHCP review meetings.
- To arrange, prepare for and attend meetings, taking notes/minutes where required.
- To collate Student Profile information relating to their needs and interventions.
- To ensure that SEND data is kept up-to-date and to keep staff informed of any changes.
- To provide essential data and liaison with multiple outside agency bodies including medical and mental health services and other external agencies.
- Regular communication with teaching staff and parents regarding students' progress.
- Typing letters and emails.
- Photocopying. Copying over 30 pages should be completed by reprographics.
- Filing.
- Registering students in the Student Support Centre.
- Placing department orders, including stationery.

Person Specification

- 5 GCSEs (or equivalent) including English and Maths at grade C or above
- Excellent and proven organisational skills
- The ability to work to deadlines
- The ability to work with and improve systems
- A problem solving approach
- An aptitude for accuracy and detail
- Excellent ICT skills, must be a proficient user of MS Office applications
- The ability to work with young people and colleagues at all levels
- Previous school experience including the use of Arbor would be an advantage
- Previous experience of working within the field of SEND would also be an advantage

Conditions of Service

Salary Grade:	Grade 4 (spinal column points 4 - 5)
Salary:	£19,967 - £20,282, per annum
Contractual hours:	35 hours per week 8.30am – 4.00pm Monday to Friday
Contract type:	Permanent
Contractual weeks:	Term time only (not including INSET days. Any INSET Days worked should be claimed as overtime. Please note that all staff are expected to attend the first 2 INSET days in September each year).
Annual Leave:	Leave entitlement including bank holiday payments included in salary – <u>no</u> entitlement to take leave during term time