

WALTON HIGH SCHOOL MULTI ACADEMY TRUST

School

Post Title	Grade
Administrator for SENDCo	Grade 5

Statement of Purpose

Under the guidance of the SENDCO, to be responsible for undertaking administrative and organisational processes within the school.

Support to Pupils, Parents and the Community

- Deal with complex reception/visitor etc. matters.
- Liaising with parents/carers and external agencies to set up review meetings.
- Assist with reception duties when required

Support to SENDCO

- To support the work of the special needs department, working independently to provide personal, administrative and organisational support to SENDCO.
- Undertake confidential and general typing and word processing for the SENDCO.
- Undertake IT based tasks which may include receiving e-mails on behalf of the SENDCO and filtering for junk mail.
- Diary management for the SENDCO
- To make telephone calls for the SENDCO, as requested.
- Organising and arranging meetings on behalf of the SENDCO - Organising and arranging meetings.
 - Co-ordinating with attendees.
 - Arranging for room/s.
 - Organising refreshments.
 - Co-ordinating arrivals.
 - Ensuring agenda, minutes and other appropriate documentation is available.

Support to other staff

- Liaising with staff with regard to SEN reviews/parents' meetings
- Assist the Designated Safeguarding Lead in the administration of safeguarding all learners.

Support Organisational Management

- Develop and maintain effective SEN organisational systems: organising and timetabling of SEN review meetings
- Co-ordinate requirements for the annual reviews of pupils with special needs at the school, gathering together necessary documentation, distributing to all relevant parties, and ensuring completed paperwork is distributed as appropriate on completion of the review.
- Manage computerised record/information systems for special needs department.
- Undertake confidential and general typing and word-processing for the SENDCO.
- Operate relevant ICT packages to update the special needs register.
- Maintain clear and efficient documentation relating to all issues arising in this area and file securely.
- Operate office equipment e.g. photocopier, computer.
- Maintain own stationery supply.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- 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.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the postholder and the relevant trade union before submitting for re-evaluation.

Person Specification - Clerical Assistant for SENDCO Level 2

Essential Criteria	Measured By
Experience <ul style="list-style-type: none"> General clerical/administrative/financial work. 	AF/I
Qualifications/Training <ul style="list-style-type: none"> NVQ 2 Business and Administration or equivalent qualification or experience in relevant discipline. Good numeracy and literacy skills. 	AF/I
Knowledge/Skills <ul style="list-style-type: none"> Effective use of ICT packages. Ability to use relevant equipment/resources. Good keyboard skills. Knowledge or relevant policies/codes of practice and awareness of relevant legislation. Ability to work constructively as part of a team. Ability to relate well to children and to adults. Good organising, planning and prioritising skills. Methodical with a good attention to detail. 	AF/I
Behavioural Attributes <ul style="list-style-type: none"> Customer focused. Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. Open, honest and an active listener. Takes responsibility and accountability. Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. Is committed to the provision and improvement of quality service provision. Is adaptable to change/embraces and welcomes change. Acts with pace and urgency being energetic, enthusiastic and decisive. Communicates effectively. Has the ability to learn from experiences and challenges. Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	AF/I

AF - Application form I - Interview

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- Motivation to work with children and young people.***
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- Emotional resilience in working with challenging behaviours***
- Attitudes to use of authority and maintaining discipline.***