

## Pastoral Admin Support Assistant

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**Responsible to:** Deputy Headteacher

**Based at:** Brinsworth Academy

**Paid on:** Band D of the Support Staff Salary Scale

### **OVERALL PURPOSE OF THE POST**

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The successful applicant will provide a high-level of administrative support to the Pastoral Department and fulfil the following roles;

### **MAIN DUTIES**

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- Being the central point of contact for the Inclusion team
- Organise meetings, record-keeping, liaising with colleagues and agencies within and beyond the academy
- Supporting the team with organisation and documentation
- Duties may include typing, proof-reading, distributing, gathering and collating information.
- Organise and oversee all admin processes.
- Oversee and manage record-keeping and the checking of data to minimise errors.
- Collate information for students and update this information regularly on the school IT systems.
- Organise the minuting of meetings and directly minute certain meetings.
- Liaise with the safeguarding team.
- Have input into forms, such as CAMHS referrals, Transition passports, Early Help assessments and other documentation as required.
- Organise meetings.
- Liaise with the data team.
- Complete any other tasks commensurate with role and responsibility

### **Additional Responsibilities**

- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference 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 meetings
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos and aims of the Academy.
- Appreciate and support the roles of other professionals within the Academy
- Recognise own strengths and areas of expertise and use to advise and support others

This description is not meant to be exhaustive but gives a flavour of the type and range of responsibilities which will fall under the remit of the admin support officer. SEND is an ongoing developing area and the specifics of the role will adjust accordingly. The initial phase of the work will involve a period of learning and training to ensure that the successful applicant is confident with the systems. We also look forward to input into making our systems even more efficient and effective.

All job descriptions for members of staff are viewed in relation to the School Development Plan and will be subject to periodic review.

**Please note this job has a Probationary Period of 6 Months and a Notice Period of 1 Month.**

## Person Specification for SEND Admin Support Assistant

*There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.*

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience	<ul style="list-style-type: none"> <li>High level administrative skills</li> </ul>	<ul style="list-style-type: none"> <li>High level administrative skills within an educational department.</li> </ul>
Education and Training	<ul style="list-style-type: none"> <li>Good general education</li> </ul>	<ul style="list-style-type: none"> <li>Educated to A level or above</li> </ul>
Special Skills and Knowledge	<ul style="list-style-type: none"> <li>Excellent ICT skills</li> <li>Proven ability to manage time and prioritise work.</li> <li>Ability to work on own initiative if required.</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate ability to learn to use new software packages effectively.</li> <li>Ability to create and maintain electronic diaries and databases</li> <li>Knowledge of the needs of SEND students.</li> </ul>
Personal Skills and Qualities	<ul style="list-style-type: none"> <li>Good interpersonal skills – ability to deal effectively with a wide range of people at all levels.</li> <li>Discrete and sympathetic when dealing with sensitive and confidential matters.</li> <li>Flexible and able to adapt to change.</li> <li>Demonstrates honesty and integrity.</li> </ul>	
Additional Factors	<ul style="list-style-type: none"> <li>Commitment to equal opportunities.</li> <li>Flexible approach to working – the post may on occasion involve attending Academy events/open days.</li> <li>Equality and Diversity – demonstrate fairness and respect in managing own behaviour and the behaviour of others.</li> </ul>	