

Aspire School

JOB DESCRIPTION

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| Title of Post | School Office / EHCP administrator |
| Accountable to | Office Manager and Headteacher |
| Salary | KR4 |
| Hours of Work | 35 hours per week |

Job purpose:

- To coordinate EHCP Reviews including preparing paperwork, taking minutes and communicating with stakeholders, and to provide administrative support to the Leadership Team.
- To provide administrative support to SLT and other members of staff, as necessary
- To assist the Office Manager with the day to day school administration.

EHCP administrator - Specific Duties:

1. Organise the timetable for EHCP reviews for the academic year, liaising with teachers and external parties.
2. Meet deadlines for collating documentation from all parties involved
3. Notify parents and carers of forthcoming reviews and send out documentation within a given time frame
4. Live type, minute take and editing throughout meetings, ensuring that all required documentation, including attendance / satisfaction forms are completed.
5. Preparation of meeting rooms as required
6. To work both as part of a team or unsupervised, prioritising own work and meeting all deadlines.
7. Answer the office telephone line and assist with enquiries or pass on effective messages to staff as required

School Office - Specific Duties:

1. Assist the Office Manager in administrative duties within the school efficiently and in full accordance with statutory requirements;
2. Undertake reception duties, act as first point of contact in response to telephone and face-to-face enquiries. Receive visitors in a courteous, prompt and efficient manner, to ensure that staff, service users and members of the public who contact the school are dealt with efficiently;
3. Ensure school security arrangements are always complied with, assisting visitors with visitors' badges and signing in the Inventory system;
4. Make initial enquiries regarding children's sickness, absence and lateness, and liaise with parents, carers and staff;
5. Act as the initial point of contact for parents regarding attendance issues - explaining attendance expectations to parents in accordance with the school policies;

6. Record pupils' absences and late arrivals on Arbor, maintaining accurate attendance records. This may include recording staff absence and sickness;
7. Collect and manage daily registers and school meal information and liaise with class teachers in the event of any missing data;
8. Assist with the arrangements of events and school visits; prepare relevant paperwork and documents for the participants, as well as take accurate meeting notes as required;
9. Keep an accurate record of trips, clubs and school meals' payments received from parents using the Arbor payment system and liaise with parents in the event of any missed payments;
10. PSF – resources, raising requisitions, ordering and checking in deliveries
11. Issue routine correspondence to parents and external professionals;
12. Open, sort and distribute incoming mail and promptly post any outgoing mail;
13. Accept and sign for deliveries as appropriate;
14. Arrange orderly and secure storage of stationery and office supplies;
15. Undertake typing and word-processing and other IT based tasks;
16. Undertake photocopying as required, reporting faulty office equipment as necessary;
17. Create and maintain filing systems, both electronic and physical;
18. Comply with individual responsibilities in accordance with the role for health and safety in the workplace;
19. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
20. Participate in performance review process taking responsibility for your own learning, development and training opportunities in discussion with the line manager.

General duties and responsibilities (both roles):

- To help promote positive behaviour, ethos and values;
- To be committed to the safeguarding and welfare of all children;
- To show commitment to Equal Opportunities (Equality Act 2010) to all children and adults in the Trust;
- To work with colleagues in ensuring efficient and responsible use of resources and equipment;
- To take part in any reasonable activity as directed by the Head of School
- To accept joint responsibility with others, who work in the Trust, for the general appearances of the building's interior appearance, including general tidiness and displays;
- To follow all Trust and school specific policies;
- To work together collaboratively and professionally, being diplomatic and tactful;
- To be a good role model in speaking and listening, using correct grammar;
- To report any concerns directly to members of the Senior Leadership Team.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.
- Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school fulfil its development plans etc.

Person Specification

| | Essential | Desirable |
|---------------------------------|---|--|
| Qualification | <ul style="list-style-type: none"> • Maths and English Language GCSE grades A*- C • Level 2 in maths and English | |
| Experience | <ul style="list-style-type: none"> • Previous experience working in a small office including administration, facilities management, IT & finance • Confident user of Arbor • Experience of working with SLT/ Headteacher • Experience of drafting reports and correspondence • Experience of undertaking a range of clerical and administrative duties • Experience of working in a pressurised environment with competing deadlines | <ul style="list-style-type: none"> • Experience of managing a Single Central Record • Experience of special school admissions • To have an understanding of EHCP process |
| Skills, Knowledge and Abilities | <ul style="list-style-type: none"> • To be numerate with a keen eye for detail • excellent verbal and written communication skills and be able to respond to parents and carers, visitors, pupils and staff in a polite and confident manner. • Understanding of data management, including data protection and confidentiality • Competent user of relevant software e.g. Microsoft Office (Word, Excel, Outlook); • Effective interpersonal and communication skills; • Strong organisational and time-management skills and ability to work under pressure; • Ability to plan and develop efficient and effective systems | <ul style="list-style-type: none"> • Typing speed of over 50 wpm. • Understand the statutory requirements of legislation concerning safeguarding, child protection, health and safety, equalities and inclusion. |
| Personal Attributes | <ul style="list-style-type: none"> • Approachable and empathetic; • Organised and resourceful • Self-motivated with a can-do attitude • Flexible and adaptable • Calm and professional • Demonstrate tenacity and resilience • Show positive commitment to improving practice and willingness to attend further professional development | |

All staff in school will be expected to accept reasonable flexibility in working arrangements in pursuance of raising pupil achievement and effective team working. The jobholder is required to contribute and support the overall aims and ethos of the Trust. All staff are required to participate in training and other learning activities, and in performance management and development in line with school policies and practices. This job description may be amended at any time after discussion with you, but in any case will be reviewed annually or when necessary.

Declaration

I will be committed to the rights of pupils and promote their wellbeing and safeguarding at all times; making this my priority. It will be my duty to adhere to all safeguarding policies and share relevant

information.

Signed: _____ Date: _____

Headteacher: _____ Date: _____