

Five Acre Wood Pupil Administrator

Hours: 37 hours per week, 8am-4pm, Monday to Friday, term time only plus 2 weeks to be worked during the school holidays (to be agreed with line manager).

Reports to: Pupil Manager

Pay grade: KR5 (actual salary £23,372.64 including FAW Allowance)

Job Description

Purpose of Job:

To provide support to ensure that an efficient and sensitive service is provided to Five Acre Wood pupils and their parents/carers as well as to all school staff.

Principal Accountabilities:

- Being involved as necessary with Annual Review planning for the academic year and the distribution of meetings across the Pupil Admin Team.
- Telephoning parents to remind them of Annual Review meetings leading up the scheduled meeting day.
- Taking the minutes at Annual Review meetings of EHC Plans over all sites as necessary ensuring that the paperwork is completed as fully and as accurately as possible to reflect the discussion. Also supporting and assisting with the meeting discussion as necessary to ensure that all the required areas of the paperwork are considered.
- Following the meeting spending time to check and tidy the paperwork to ensure that all discussion points are clearly reflected and any recommendations or requests are clearly detailed for the Local Authority consideration.
- Also following up in a timely manner the availability of the new provision plan from teachers or the class lead as well as ensuring that the relevant senior leadership team member is aware of any provision plans that need to be checked and agreed prior to distribution.
- Sending Annual Review paperwork to the Local Authority as soon as this is possible and within the stated 2 weeks of the meeting where this is possible.
- Distributing the Annual Review paperwork to parents and carers, Social Workers, linked agencies etc.
- Ensuring that the Annual Review paperwork is available online for future access as required.
- Ensuring that the Annual Review spreadsheet is kept fully updated to accurately reflect the holding of the meetings for all pupils and the current position so that this can be clear to all colleagues within the Pupil Admin Team.
- Covering reception as necessary in line with the devised rota when this is needed when the Receptionist is not available or is not in school.

- Updating the school database (Arbor) and keeping permission data up to date.
- Photocopying/online filing/scanning as necessary.
- Taking the notes of Transition Meetings and circulating these to parents, relevant staff in school and all who attended the meeting.
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- Preparation and collation of transition packs.
- Assist the Pupil Manager with the collection and collation of annual academic reports for all pupils.
- Respond to requests from the Local Authority for specific documents to assist with the work of the Social Work Team core assessments or other activities as requested.
- Management of parent/carer information on the school's database (Arbor).
- Any other pupil related work.
- Take responsibility for personal professional development.
- Any other duties deemed reasonable by the line manager (Pupil Manager).

Safeguarding and promoting the welfare of the child

- Promote and sustain a suitable environment in which the child feels safe and comfortable.
- Work within the framework of school policies.
- Undergo appropriate training and be passed as competent before carrying out any care intervention.
- Assist with the supervision of groups and individual students as required.
- Maintain personal and professional boundaries at all times.
- Understand your own role and its limitations and the importance of not providing care where you have not been trained or passed as competent to do so.

Multi-agency working - Know the value and expertise you bring to a team and that brought by your colleagues.

- Work in a team context – forging and sustaining relationships across agencies and respecting the contribution of others working with children and their families.

Sharing information - Provide feedback, as requested, to the class teacher or other appropriate person to support the planning and evaluation of the learning process in respect of groups and individual students.

- Be aware of and comply with policies and procedures relating to child protection, confidentiality, health, safety and security.
- Understand the importance of sharing information, how it can help and the dangers of not doing so.
- Attend staff meetings, training days and management team meetings by agreement with the Headteacher.

Administration / other - Prepare and keep clean materials and undertake minor clerical duties.

- Participate in the school's performance management process.
- Participate in training and other learning activities and performance development as required.

Health & safety

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.

Your duties will initially be as set out in the job description, but this could be amended from time to time to reflect changes in or to the job.

Person Specification

REQUIREMENT	ESSENTIAL	DESIRABLE
QUALIFICATIONS /TRAINING	<ul style="list-style-type: none"> • At least GCSE English Grade C (or above/equivalent) 	
EXPERIENCE	<ul style="list-style-type: none"> • Understanding of SEN pupil needs and experience of working within a pupil facing setting 	<ul style="list-style-type: none"> • Previous experience of school attendance is desirable • Previous working with school systems such as Arbor/SIMS
KNOWLEDGE		<ul style="list-style-type: none"> • An understanding of Safeguarding
SKILLS/ABILITIES	<ul style="list-style-type: none"> • Good communications skills • Excellent PC skills – Microsoft Office: Excel and Word • Numerate • Able to pay attention to detail • Flexible approach and the ability to work to deadlines in a fast-paced environment • Ability to manage differing priorities on a daily basis working often to tight deadlines • Highly confidential in all aspects of the role • Professional in representing the school both internally and externally • Effective time management 	
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Highly organised • Being discrete, professional, respectful and friendly • Being efficient and dependable, while maintaining flexibility to adapt to rapid change, while remaining calm in unexpected or changing situations • Ability to work individually and successfully as part of a team • Confidentiality • Be calm under pressure • Has a “Can do” approach • Looks at ways as continually improve • To be committed to the school’s policies and ethos 	

	<ul style="list-style-type: none"> To be committed to continuing professional development 	
EFFORT/ENVIRO NMENT	<ul style="list-style-type: none"> Ability to form and maintain appropriate relationships and personal boundaries with children and young people Emotional resilience in working with challenging behaviours and attitudes to use authority and maintaining discipline To assist with ensuring Safeguarding policies and protocols are correctly followed 	