

ADMINISTRATION OFFICER

School: Nexus School, satellite provision at Wouldham
Job Title: Administration Officer
Reports to: Leader of Learning
Hours: 37 hours per week, Term Time Only
Salary Range: Kent Range 5-6 dependent on experience



JOB DESCRIPTION

Purpose of the Job:

- To provide an efficient administration and reception service to support the smooth operation of the schools satellite provision.
- To carry out and minute all pupil related meetings including but not limited to Annual Reviews/Education Health & Care Plan meetings, and pupil transition meetings.
- To ensure that pupil administration processes are efficient and effective at all times.
- Supporting the teachers and support staff with adhoc duties as and when required.
- Supporting the business administration team with adhoc duties as and when required.

Roles & Responsibilities - GENERAL ADMINISTRATION:

- Administration of the communication platforms, including phone calls, emails, post, Parentmail, school website and social media etc
- Administrative support for teachers in relation to pupil meetings.
- High degree of support and involvement with parents throughout their child's schooling at Nexus.
- Responsible for completion and submission of forms, returns etc, including those to outside agencies.
- To undertake the provision of general administrative and organisational services as needed: typing, filing, shredding, photocopying, post, archiving etc
- Taking minutes at meetings when required
- Liaise with Pupil Admin Manager for pupil meetings
- Assist with the arrangements for educational visits and activities, collating risk assessments, purchase, bus bookings etc
- Assisting with pupil dinner registers
- Assisting with pupil attendance management, completing first day absence calls and running reports
- Organising school photos
- Arranging tours of the school
- Organising parents evening and other school events

Roles & Responsibilities - PUPIL ADMINISTRATION

- Assist with necessary preparation prior to the EHCP meeting, liaising with teaching staff, parents and other professionals.
- Chair the meeting with parents, carers, teachers and external agencies.
- Ensure the timely completion of the EHCP and to monitor responses from Kent County Council's SEN Department.
- Act as a point of contact for enquiries from parents and mainstream schools.
- Provide presentations to school staff to explain the process and their responsibilities within it including the implications of the SEND Code of Practice.
- Share information with special and mainstream colleagues as required.
- Administration of Care Plans
- Provide support, advice and guidance on the Annual Review process to all stakeholders, pupils, parents / carers, school staff, and all other involved agencies

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- Provide advice and guidance for parents in relation to the SEN Code of Practice in particular the process of Education Health and Care plans and SEN schools' admissions process.
- Manage the Annual Review Diary on a day to day basis and plan all reviews in advance
- Maintain and update Annual Review Tracker on a daily basis
- Liaise with Pupil Admin Manager for pupil meetings

Specific duties are likely to vary from time to time and will be fully reviewed annually alongside the remainder of this job description.

All members of staff are responsible for promoting and safeguarding the welfare of all children and young people and expects all staff to share this commitment.

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

Signed by Line Manager:

Date:

Signed by employee:

Date:

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PERSON SPECIFICATION

Qualifications	<ul style="list-style-type: none"> GCSE English and Maths grade C or above (or equivalent)
Experience	<ul style="list-style-type: none"> Experience of undertaking a range of administrative duties Experience of working in a school and/or SEN environment is desirable.
Skills and Abilities	<ul style="list-style-type: none"> Ability to Communicate effectively with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers, visitors. Literacy and numeracy skills – ability to read and write, put items in alphabetical order, add and subtract figures and to use a calculator Computer literacy – ability to use a computer and produce a range of accurate documents, using Windows WP package and basic spreadsheet/database and accurately input information, once training has been provided Ability to work to deadlines Ability to interact courteously and confidently with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers, visitors. Confidence and ability to ask questions relating to achieving the task Confident telephone manner and ability to write down accurate messages Good organisational skills, gained either through a course of study or within paid or voluntary work Ability to use a filing system, once training has been provided Ability to work confidentially, keeping work-related issues and discussions in the workplace Willingness to attend training courses which help you in your current role and develop your potential for other roles
Knowledge	<ul style="list-style-type: none"> Good knowledge of the work of the school and school systems and processes. Knowledge of a range of computer applications – including Word, Excel and SIMS. Knowledge of the School's Record Retention Policy and freedom of information protocols of awareness of the requirement for this policy and protocol. Awareness of equalities and diversity issues – respecting the needs and views of other people Understanding of health and safety issues within the workplace, once these have been explained Awareness of Data Protection and confidentiality issues Knowledge and understanding of safeguarding
Behaviours	<ul style="list-style-type: none"> Professionalism Resilience Problem solving approach Positive attitude Adaptable and flexible Motivated Responsible Able to use initiative Confident Able to work under pressure Honesty and integrity