

### **Term Time Only – Admin Assistant**

**Hours:** 30 Hours Per Week 8.30am – 2.30pm Term Time Only

**Reports to:** Office and Finance Manager

**Pay grade:** Kent Range 5

### **Job Description**

We are seeking to appoint an Admin Assistant to undertake administrative work to help ensure that efficient and effective services are provided to the school.

### **RESPONSIBILITIES**

- Monitor annual reviews, including Sixth form students.
- Supporting the EHCP Co-ordinator to arrange and monitor the annual review meetings, including booking rooms & sending invitations to all stakeholders.
- Prepare all packs of documentation before each meeting, and remind all teachers for current documentation, i.e. provision plans, section A documents, other year appropriate documentation.
- Support the EHCP Co-ordinator to collate all relevant documentation
- Provide support and advice to parents/carers on procedures/documents when required.
- Continue to sustain positive working relationships with other agencies/services to share information sensitively and to request reports/evidence to support AR documentation.

### **ADMINISTRATION**

- Prepare and part-complete Annual Review forms in advance of the meetings.
- Collate all relevant documentation for the meetings and email prepared pack to the chairperson and class teacher.
- Schedule text reminders to be sent the day before meetings to parents/carers.
- Telephone parents/carers to chase communication.
- Booking rooms for meetings.
- Create electronic files for each student.
- Scanning of Section A documentation and saving to electronic files.
- Filing of EHCP paperwork in pupils' box files.
- Send evaluation texts regarding SEN Team feedback questionnaires.
- Setting up calendar appointments and virtual calls.
- Such other duties that may be deemed appropriate assigned by the Headteacher

- Updating Medical Administration Records and Health Care Plans
- Any other administration tasked that may be deemed reasonable

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	Maths and English GCSE or Equivalent C or above
<b>EXPERIENCE</b>	Previous admin background and experience of working in a busy office is desirable
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Good attention to detail</li> <li>• Team player</li> <li>• Ability to work to deadline and manage a busy and varied workload</li> <li>• Highly organised</li> <li>• Excellent communication skills</li> <li>• Have the ability to work independently and multi task</li> <li>• Be calm under pressure</li> <li>• "Can do" approach</li> </ul>

## **SAFEGUARDING AND SAFER RECRUITMENT**

St Nicholas school is committed to safeguarding and always promoting the welfare of children and young persons. The post holder under the guidance of the Designated Safeguarding Lead (DSL), will be responsible for promoting and safeguarding the welfare of all children with whom they come into contact, in accordance with the School's Safeguarding policies.