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**Job Description**

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| **School:** | **Meadowfield School** | |
| **Job Title:** | **Person Centred Review Administrator** | |
| **Postholder’s Name** | **TBC** | |
| **Grade: KR4** | **Hours: 37 (8:00am start)** | **Weeks per year: 39** |

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| **Responsible To:** | *Deputy Principal* |

**Purpose of the Job**

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| To provide specific clerical and administrative functions relating to Education and Health Care Plans under the direction of senior staff, taking a proactive role in relation to the ongoing responsibilities which occur as a result of the Person Centred Review (PCR) meetings. |

**Key Duties and Responsibilities**

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| * Arrange PCR reviews of the Education Health and Care Plan, which includes preparing the meeting room, attending the Review meetings, taking a detailed record of the meeting and clearing up and re setting of the meeting room. * Ensure that all review paperwork is available, populated and up to date prior to the meetings, by liaising with external agencies and class teachers. Disseminate paperwork to all relevant parties including parents / carers and the Local Authority. * Support the day to day clerical and administrative functions in relation to the PCR process including clerical processes, information gathering, word processing, IT based tasks requiring knowledge of various ICT packages * Produce lists, information and data as requested by senior staff. * Develop and maintain manual and computerised records and management information systems. * Act as a point of contact for the PCR team, investigating queries, assessing the nature of telephone calls, referring them to the appropriate person without referral to the line manager, and receiving visitors in a courteous, prompt and efficient manner, to ensure that staff, service users and members of the public who contact the PCR team are dealt with efficiently and consistently.   In addition to the key responsibilities above:   * Promote and safeguard the welfare of children and young people within the school. * Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. |

**Person Specification**

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|  | **Criteria** |
| **Qualifications** | * NVQ Level 2 or equivalent   *Or*   * Qualified by experience with a proven track record of working in an administrative setting |
| **Experience** | * Operational experience of administrative systems. * Experience within a school setting would be desirable, but is not essential for the role |
| **Skills & Abilities** | * Competent keyboard skills. * Good standard of written communication. * Computer literacy – ability to produce a range of accurate documents and standardised reports using Windows WP package and basic spreadsheet and database functions. * Ability to organise and prioritise workload to achieve deadlines. * Ability to communicate effectively and in a courteous manner, in person and over the telephone. * Ability to receive and assess information over telephone or in person and refer to the appropriate person or source of information. * Ability to investigate queries and anomalies when required. * Ability to operate computerised and manual filing systems and to make improvements where necessary. * Ability to take accurate notes at meetings. * Co-ordination skills when arranging meetings and appointments. * Commitment to equalities and the promotion of diversity in all aspects of working. |
| **Knowledge** | * Requires knowledge of procedures for a range of administration activities including knowledge of various IT packages. * Awareness of the School’s Record Retention Policy and freedom of information protocols or an awareness of the requirement for this policy and protocol. * Knowledge of computerised and manual filing systems. * Awareness of Data Protection and confidentiality issues. * Staff will be expected to have an awareness of and work within national legislation and procedures relating to Health and Safety. |
| **Behaviours** | * Enthusiasm for supporting the education and wellbeing of pupils with profound, severe and complex needs * Maintain confidentiality and act with integrity at all times * Work in line with school values * Work ethically, transparently, inclusively in an equal and fair way * Willing to provide and receive feedback to identify areas of personal development or process improvements * Proactive, conscientious, enthusiastic and professional. |