



School Name

Job Description

Post:	Administrative Assistant
Reporting to:	Deputy School Business Manager / Director of Resources
Liaising with:	Governors and Staff
Working time:	28 hours a week Term-time (Mon-Thurs 8.00am-3.30pm)
Salary / Grade:	3
Job Evaluation Reference Number:	A6100
Disclosure level:	Enhanced

Specific Duties

- Attending pupil EHCP meetings, taking minutes and typing up documents
- Sending out invites to pupil's parents, carers and professionals inviting them to EHCP meetings
- Sending out updated documents to parents/carer
- Deputising for absent colleagues, including reception cover as part of the office team
- Filing EHCP paperwork in line with school procedures
- To provide administrative support to SENCOs
- To process deliveries checking against order, informing recipient and receipting on Oracle.
- Carry out general administrative duties including filing, scanning and photocopying

To build and maintain positive relationships with:

- Parents, guardians, carers and families
- Headteacher, Senior Leadership Team and all colleagues assisting in the creation of maintenance of good working relationships between all staff
- Pupils
- The local community, presenting a positive image of the school
- To carry out duties relevant to the post. Variation, in consultation with the post holder, may also occur without changing the general character of the post
- To attend training and access training to enable understanding and completion of the duties of the post
- Assist school by maintaining good relationships with staff, parents, governors, contractors' representatives and external agencies
- Deputising for absent colleagues (including reception cover) as part of the office team
- Be aware of relevant safeguarding procedures

Organisational Responsibilities

Values and behaviours

To demonstrate and be a role model for the council's values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

Smarter working, transformation, and design principles

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

Communication

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

Health, Safety and Wellbeing

To take responsibility for health, safety, and wellbeing in accordance with the council's Health and Safety policy and procedures.

Equality and diversity

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

Confidentiality

To work in a way that does not divulge personal and/or confidential information and follow the council's policies and procedures in relation to data protection and security of information.

Climate Change

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

Performance management

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council's Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.