

Inspiring Futures Through Learning - Role Profile

Role Title: **Senior Administrator**

Accountable to: **Head Teacher**

Grade E

Purpose of job

To provide administrative support to the school's Special Educational Co-ordinator, (Senco) contributing to the development and use of robust procedures designed to maximise inclusion and ensure optimum outcomes for all pupils. Assisting the Senco by carrying out testing, assessment and observation of SEN pupils, recommending support to teachers when appropriate. To deliver comprehensive business support services to the school under the direction of the Headteacher or other designated person and offer dedicated support to the Headteacher in all aspects of school management and governance.

Key Objectives

1	Observe and assess pupils, making recommendations as appropriate, in conjunction with the Senco, in relation to Sen strategies and programmes.
2	Assist with staff training in SEN processes and procedures.
3	Collation and recording of all Sen information, records and reports
4	Generation of reports in relation to attendance, punctuality, referrals, attainment and other measurable indicators.
5	Carrying out clerical duties as required
6	Interacting with individual pupils and parents to encourage uptake of programmes and initiatives aimed at increasing inclusion.
7	Liaising with external agencies as appropriate, minuting meetings and following up action points as appropriate
8	Assist in the organisation of the Head Teacher's schedule by diary management, prioritising issues as appropriate.
9	Assess queries, issues and other demands on the Headteachers time and reassign these to self or others for resolution where appropriate.
10	Conduct research on behalf of the Headteacher as requested.
11	Take personal responsibility for the planning and execution of small projects.
12	Provide comprehensive clerical and administrative support to the Head teacher and wider school management.
13	Administer Governors and other meetings including the arrangement of venues, catering, document distribution, attendance and minute taking.
14	General clerical and administrative support to the wider admin team when required.

15	Provide administrative support to include photocopying, filing, faxing, emailing, reprographics work and word processing .Completion of standard forms and respond to routine correspondence.
16	Maintain manual and computerised records/management information systems.
17	Produce information/data as required by senior staff or external agencies e.g. standard/statutory returns.
18	Provide administrative support for meetings and take notes at meetings

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school’s requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties

Scope

- *Use of the school’s management system to collate a wide range of pupil information ranging from personal data to attainment records. Interrogation of systems to generate reports in a timely fashion and in an approved format.*
- *Assist as required with any clerical or administrative procedures supporting the SEN function within the school. Interact with pupils, parents and staff to maximise inclusion in relation to individual pupils.*

Work Profile

Post holders will have responsibility for stocks of stationary and other school supplies and equipment.

Cash handling maybe a requirement of the role.

To adhere to school local and national authority’s guidelines and exercise professional discretion at all times

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Contribute to the overall ethos /work/aims of the school

To maintain confidentiality

Other information

Inspiring Futures Through Learning is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the Trust’s safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults always, both in work and in their personal lives.

All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

