

Job Description- Administration Assistant (Safeguarding and SEND)

Post Title: Administration Assistant

Directly Responsible to: Designated Safeguarding Lead

Key Responsibilities and Tasks:

Administration

- Maintain the highest levels of confidentiality to ensure student records are not discussed or shared.
- Use CPOMS to ensure up to date records for students and advise DSL of any open cases or incomplete actions
- Transfer records from Primary schools or previous schools to CPOMS
- Undertake summarisation tasks to complete student profiles
- Carry out administrative duties to support Annual reviews for students with EHCPs
- Keep an up to date SEND register using information supplied by SENDCO
- Ensure information is passed onto new schools when a student moves- maintaining effective confidentiality
- Take notes from meetings and ensure these are then recorded effectively to the appropriate system
- Support the collection of student and parent voice for reviews
- Support with student check-ins for both SEND and Safeguarding purposes (this could include paired home visits)
- Maintain interventions on Arbor
- Liaise with parents and external agencies to set up meetings

Systems, policies and procedures

- Knowledge of and adherence to school administrative systems, policies and procedures.
- Contribute to the development of effective school procedures related to safeguarding and SEND
- Planning, developing and maintaining the support systems and procedures.

Team involvement

- May demonstrate administrative duties to new or less experienced staff.
- Support colleagues in both the safeguarding and SEND teams with administrative tasks

Building professional relationships

- Communicates with other school staff and teachers, senior leadership team, pupils, parents/carers, suppliers and visitors.

Record keeping and information management

- Maintain and updating of record and systems.

Problem solving and decision making

- Makes decisions about own administrative work.
- More complex decisions are referred to senior staff.

Knowledge, skills and experience

- Knowledge for developing and management of relevant administrative procedures including use of relevant IT packages and systems.
- IT and keyboard skills.
- Experience and understanding of working confidentially

Physical demands and working conditions

- Work normally carried out in an office environment.

Whilst every effort has been made to explain the main duties and responsibilities of the post, the above may not be exhaustive.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Academy will endeavour to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Knowledge for implementing a range of administrative procedures, including IT packages and systems.