



Commitment to others, Commitment to learning.

Chronicles 28:20 Be strong and courageous, and do the work.

Do not be afraid or discouraged, for God is with you.

Job Description

Job Title	Wellbeing Administration Assistant
Grade and Salary Range	Grade 6, SCP 8-13
Hours	37 hours per week, 08 30 – 16 30, Monday to Thursday, 08 30 - 16 00 on Friday Term-time plus five inset days
Contract type	Permanent
Reporting To	Deputy Headteacher - Inclusion
Additional Information	The successful candidate will be engaging in regulated activity, working regularly in a location where the work gives an opportunity for contact with children. An Enhanced DBS will be required.

Job Purpose:

The Wellbeing Administrative Assistant will play a key role in supporting the school's pastoral and wellbeing provision by coordinating and administering the Child and Adolescent Mental Health Services (CAMHS) referral process. The postholder will ensure accurate completion and tracking of CAMHS documentation, maintain effective communication between school, families and external professionals, and promote a joined-up, student-centred approach to mental health support.

They will also support the wellbeing team and SEND team to collaborate to ensure the best outcomes for our students.

Responsible for:

CAMHS Administration and Coordination

- Support staff in the completion of CAMHS referral forms, ensuring accuracy, completeness and timely submission
- Track and monitor the progress of CAMHS referrals, assessments and outcomes, maintaining up-to-date records.



- Act as a central point of contact for CAMHS-related queries within the school.
- Ensure relevant information is shared appropriately and securely with CAMHS in line with GDPR and safeguarding requirements.

Liaison with Parents/Carers

- Communicate sensitively and professionally with parents/carers regarding CAMHS referrals, processes and updates.
- Provide guidance to families on required paperwork and timescales, signposting where appropriate.
- Maintain regular, clear communication to support parental engagement and confidence in the process.

Supporting a Joined-Up Approach

- Work collaboratively with pastoral staff, SEND teams, safeguarding leads and senior leaders to ensure coordinated support for students.
- Contribute to a holistic approach that aligns school-based support with external mental health services.
- Ensure information is shared appropriately between school, parents, students and CAMHS to support continuity of care.

Record Keeping and Data Management

- Maintain confidential student wellbeing records accurately and securely.
- Use school systems to log referrals, outcomes and actions taken.
- Support the production of reports or summaries as required by senior staff.

General Administrative Support

- Provide administrative support to the wellbeing/pastoral team as required.
- Assist with scheduling meetings, appointments and follow-ups related to student wellbeing.

The Oxford Academy and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the



employees of the Academy as part of the River Learning Trust need to be aware that they may be asked to perform tasks and be given responsibilities not specified on this job description.

Person Specification: Engagement for Learning (EFL) Assistant

	Essential	Desirable
Qualification	English and Maths GCSE or equivalent	A Levels
Experience	Experience in an administrative role, ideally within education, health or social care.	Experience working with CAMHS or other mental health services. Experience supporting vulnerable children and young people.
Skills	Excellent organisational skills with strong attention to detail. Confident communicator, able to liaise sensitively with parents, students and external professionals. Ability to handle confidential and sensitive information with professionalism and discretion.	
Knowledge	Good IT skills, including use of databases and Microsoft Office. Understanding of safeguarding and data protection requirements (or willingness to undertake training).	Knowledge of secondary school pastoral systems and student wellbeing needs.



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