

## Administrative Assistant Job Specification

**Values: Be respectful, Show empathy, Have aspirations, Work together**

**Accountable to:** Senior Administrator, Head of Service

**Contract:** B3, Point 7-11, 37 hours per week, TTO plus 5 days

Post-holders are appointed to the Learning Access Teaching Team (LATT), which is co-located and integrated with the Medical Needs Teaching Service (MNTS). This post will support both teams.

The MNTS and LATT are services commissioned by Leeds Local Authority through Service Level Agreements with the East Specialist Inclusive Learning Centre. The LATT delivers learning at Queenswood Education Centre with some sessions taught off-site, and the MNTS delivers learning in four settings across Leeds.

The Local Authority has a statutory duty under Section 19 of the Education Act 1996 to make arrangements for the provision of suitable education for those children and young people who are unable to attend school because of health needs (medical/mental health). Every employee in the East SILC will promote the core values of the service. We are committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure and reference checks.

### Key Duties and Responsibilities:

- Undertake reception duties, answering routine telephone and face to face enquiries, taking messages, signing in visitors and distributing visitor lanyards.
- Use the Management Information system (MIS) for setting up, maintaining and monitoring pupil records, inputting information and running reports.
- Support on attendance recording and provide accurate data on request for Service, School and parents.
- Support with the referral panel process, for example inputting information on the MIS and requesting curriculum information from schools or other education settings.
- Share confidential information in a secure and discreet manner with multi-agency professionals, staff and parents.
- Support meetings as required, including minuting, timetabling, communication and distribution of all paperwork.
- Attend admin team meetings and contribute to the admin team as required.

- To be proficient in relevant IT packages including Microsoft Word, Excel and Outlook.
- To provide support including photocopying, filing, emailing, completing forms.
- To be responsible for sorting and distributing mail.
- To 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.
- To attend relevant meetings and in-service training and seek to further extend skills, knowledge and experience in order to develop personal effectiveness in the role.

**Any Special Conditions of Service:**

- There may be a need to occasionally work outside of service hours and off service premises.
- The post holder may be required to work in any setting across the Learning Access Teaching Team/Medical Needs Teaching Service.
- There is a no smoking policy.
- This job specification is a guide to work that you will be initially required to undertake. It may be altered from time to time to meet changing circumstances.
- Subject to a 6-month probationary period

**Appointments will be subject to an enhanced Disclosure and Barring Service (DBS) check and reference checks.**