

JOB DESCRIPTION

Employment Details	
Job Title	Administrative Support - Special Educational Needs (SEND) Team & Autistic Spectrum Condition (ASC) Specialist Resource Provision (SRP)
Reports to	SENDCo & ASC SRP Manager
Salary Band	WHF K

Safeguarding Commitment:

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical clearance, evidence of qualifications and verification of the right to work in the UK.

Purpose of the Role
To provide secretarial & administrative support for the ASC SRP & SEND teams.

Responsibilities
<ul style="list-style-type: none"> • Management of SEND / SRP office and calendars • Provide SEND and SRP secretarial, administrative support and clerical to ensure that routine clerical functions are undertaken efficiently. • Manage the existing routines and system and as appropriate establish new ones to ensure efficient operations across internal and external services. • Organise appropriate staff representation at a range of meetings including multi agency. Responsibility for scheduling meetings including sending invitations, for senior SEND & ASC SRP management teams and minute taking as needed. • Collating feedback and producing report for EHCP annual reviews to ensure a school-based report is shared with all agencies attending prior to the meeting. • Reasonability for actions as appropriate such as referrals to external agencies and internal intervention. • Direct members of the SEND/ASC SRP teams for smooth running of the departments. • Triage incoming correspondence, respond and action as appropriate. • Monitor the process of school volunteers, visitors such as governors and agency support staff including. • Represent Ridgeway at Admin Network meetings. Feeding back relevant information and passing down relevant training to line managed staff. • Maintain SEND records on shared drive and Arbor, including funding records. • Communicate effectively with parents.

Additional Duties and Responsibilities
The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The post holder will respect the need for confidentiality at all times while performing this role.

The post holder must at all times carry out their responsibilities with due regard to Trust policy and arrangements for Health and Safety at Work.

All staff within The White Horse Federation will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

Safe Working Practices with Children

It is the responsibility of each employee to carry out their duties in line with The White Horse Federation's ethos and culture of safe working practices for adults working with children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

General Data Protection Regulations

The post holder is required to comply with GDPR regulations and to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Equality and Diversity

There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description, the post holder will apply The White Horse Federation's commitment to equality by treating all employees fairly and without discrimination.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. Any review will be carried out in consultation with the post holder before any changes are implemented.

Developed by:		Issue Date:	
Post Holder signature:		Signature Date:	

PERSON SPECIFICATION

Qualifications and Training	
Essential	Desirable
<ul style="list-style-type: none"> NVQ Level 2, GCSE C or above (or equivalent) in English and Maths 	
Skills and Experience	
Essential	Desirable
<ul style="list-style-type: none"> General clerical/administrative work Sound working knowledge of Microsoft Office applications Good numeracy/literacy skills Customer Care experience Attention to detail IT literate The ability to prioritise own workload Excellent communicator The ability to work on own initiative 	<ul style="list-style-type: none"> Experience in an office or school environment is desirable Appropriate knowledge of first aid SEND Administration Directing of staff
Specialist Knowledge	
Essential	Desirable
Personal Traits	
The successful candidate will:	
<ul style="list-style-type: none"> Appreciate the differences between people regardless of ability or background and treat peoples' values, beliefs, cultures and lifestyles with respect and dignity at all times. Understand the boundaries of appropriate behavior when working with children and young people and always act in a way that respects these boundaries. Understand the principles of confidentiality and adhere to them in respect to the information available within the workplace. Have values that align with the ethos and culture of The White Horse Federation. 	