



JOB TITLE: **ADMINISTRATIVE ASSISTANT FOR VULNERABLE STUDENTS**

RESPONSIBLE TO: SENDCO and Assistant Headteacher for Aspirations and Outcomes

RESPONSIBLE FOR: Providing administrative support to the SENDCO and the Assistant Headteacher responsible for disadvantaged students; ensuring the effective management, and maintenance, of student records and supporting the coordination of vulnerable student provisions. The role ensures that information is accurate, up-to-date, and readily accessible to support student provision and monitoring.

GRADE: **Scale E Point 7 – 11**

HOURS: 37 hours per week, Permanent
Monday to Thursday 8:30-16.30, Friday 8:30-16:00
(30 minutes unpaid lunch)
Term time plus 1 week

1. PURPOSE AND SCOPE

- 1.1 To assist SENDCO and Assistant Headteacher for Aspirations and Outcomes to ensure that information relating to vulnerable students is accurately collated, recorded and maintained.
- 1.2 To assist with administration in the coordination of school provisions for vulnerable students.
- 1.3 To provide administrative support to enable the SENDCO and Assistant Headteacher to focus on strategic and educational priorities.

2. ORGANISATIONAL RELATIONSHIPS

- 2.1 Responsible to the SENDCO and Assistant Headteacher for Aspirations and Outcomes.
- 2.2 The Administrative Assistant for Vulnerable Students will be required to liaise with different departments throughout the school to ensure that information relating to vulnerable students is gathered and shared as necessary – for example, Teachers, Learning Support Assistants.
- 2.3 The Administrative Assistant for Vulnerable Students will be required to liaise with Parents/Carers and External Agencies.

3. MAIN DUTIES AND RESPONSIBILITIES

- 3.1 To handle correspondence (letters, email and telephone) for the SENDCO and Assistant Headteacher for Aspirations and Outcomes, and support



communication between students, teachers, parents, Local Authority and external agencies.

- 3.2 Maintain accurate and confidential SEND and PP records (both physical and digital) including the school's MIS, Provision Map, student profiles, EHCP documentation, and review notes.
- 3.3 Liaise with teaching and support staff to ensure all SEN and disadvantaged student information is updated promptly and accurately.
- 3.4 Assist with the preparation, scheduling, and coordination of EHCP Annual Reviews, meetings with parents, and multi-agency appointments.
- 3.5 Assist with the organisation of meetings, intervention timetables, appointments, room bookings and correspondence related to SEN and disadvantaged student provision.
- 3.6 Greet and assist visitors and staff.
- 3.7 Maintain calendars and track deadlines for statutory SEND and Pupil Premium processes, ensuring deadlines are met.
- 3.8 Support the monitoring and evaluation of interventions, provision and student progress for both SEND and disadvantaged students.
- 3.9 Support the SENDCO and Assistant Headteacher by preparing reports, spreadsheets, statistics and documentation for internal review, inspections, and funding purposes.
- 3.10 Manage orders and communication relating to 'cost of living' vouchers for eligible families of vulnerable students.
- 3.11 Support Assistant Headteacher with collating evidence for eligibility for Bursary Grants.
- 3.12 Assist with updating content for the school's website with information relating to vulnerable students.
- 3.13 Monitor and order office supplies and essential supplies for vulnerable students
- 3.14 Provide general administrative support as required to enable the SENCO and Assistant Headteacher to focus on strategic and educational priorities.

WIDER SCHOOL DUTIES

- 4.1 To provide lunchtime and emergency cover on Main Reception as part of a rota.
- 4.2 To act as a School First Aider for the on-call School First Aid Rota.
- 4.3 Support the Governing Body and School Committees with minute taking.
- 4.4 To support whole school events as required (for example, the annual Sponsored Walk, Sports Day, Whole School Mass etc)

5. GENERAL DUTIES

- 5.1 To be aware of and comply with statutory policies and procedures (for example, Safeguarding, Data Protection Act & Freedom of Information Act).
- 5.2 To maintain confidentiality, as necessary.

- 5.3 To carry out duties with the due regard to the school's policies on Equal Opportunities, Health and Safety and Quality Assurance.
- 5.4 To be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- 5.5 To participate in training and other learning activities as required, and to participate in appraisal and professional development.
- 5.6 To undertake other similar duties and activities that fall within the grade and role, any other duties as may be reasonably required by the Head Teacher.

Special Conditions of Service:

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended.

Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

This job description will be kept under review and may be amended from time to time, following consultation with the post holder, to reflect changing needs of the school

PERSON SPECIFICATION – Administrative Assistant for Vulnerable Students

Experience	<ul style="list-style-type: none"> - Experience of working well with others in an organisation - Experience of working effectively without close supervision - Experience of administration experience within an office setting - Experience of using database systems e.g. data inputting - Experience of communication with external agencies - Commitment to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment 	ESSENTIAL DESIRABLE ESSENTIAL DESIRABLE DESIRABLE Interview/DBS
Knowledge/ Skills	<ul style="list-style-type: none"> - Able to work as part of a team and use initiative. - High level of attention to detail, confidentiality, and accuracy - Strong communication skills and the ability to work sensitively with parents, pupils, and professionals. - Excellent time management and personal organisation skills, with the ability to prioritise competing tasks. - Able to work in a changing environment and be open to new ideas. - Knowledge of ICT packages including Microsoft Word and Excel - Understanding of SEND and Pupil Premium processes, terminology, and statutory requirements 	ESSENTIAL ESSENTIAL ESSENTIAL ESSENTIAL ESSENTIAL ESSENTIAL HIGHLY DESIRABLE

	<ul style="list-style-type: none"> - Awareness of BROMCOM MIS database - Awareness of Provision Map software - Skills and confidence to be able to work with groups of young people and individual students, parents and other stakeholders - Awareness of Data Protection Act and codes of practice relating to IT - Understanding of importance confidentiality and security - First Aid qualification** 	<p>DESIRABLE</p> <p>DESIRABLE</p> <p>ESSENTIAL</p> <p>ESSENTIAL</p> <p>ESSENTIAL</p> <p>ESSENTIAL**</p>
Personal Qualities	<ul style="list-style-type: none"> - Commitment to the Catholic ethos of the school - Empathy, patience, and an inclusive approach - Friendly, enthusiastic and positive - Ability to remain calm and professional in a busy environment - Honest, reliable, loyal - Discretion in handling confidential information - The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for the post. 	<p>ESSENTIAL</p> <p>ESSENTIAL</p> <p>ESSENTIAL</p> <p>ESSENTIAL</p> <p>ESSENTIAL</p> <p>ESSENTIAL</p> <p>ESSENTIAL</p> <p>Candidates need to be able to demonstrate these skills at interview</p>

** Training will be provided if required.