



SANDHURST SCHOOL

JOB DESCRIPTION

Job Title:	Supported Learning Admin Assistant
Hours:	18.5 hours per week term time (38 weeks a year) Monday – Friday (daily hours to be agreed, e.g. morning focus to support peak school hours)
Grade:	BG-J SP3
Actual Salary:	£10,672 per annum including Fringe Allowance

JOB PURPOSE

To provide administration support to the Supported Learning Department.

DESIGNATION OF POST AND POSITION WITHIN SCHOOL STRUCTURE

Line Manager: SENDCo

Daily Task Manager: SEND Administrator

MAIN DUTIES AND RESPONSIBILITIES

Provide administrative support to the Supported Learning department.

- Preparing and updating Annual Review paperwork for all stakeholders, including parents, SENDCo and LA
- Type up meeting notes and file appropriately
- Maintain student files, both electronically and in hard copy
- Use of school data management systems
- Develop and maintain intervention and provision information
- Collate and maintain timetables for interventions
- To provide admin support in organising events and meetings
- Complete administration of student referrals and support the Supported Learning department in preparing for a range of meetings with external agencies
- Support the administration of the Supported Learning department
- Excellent communication, organisational and IT skills
- Contribute to the overall ethos/work/aims of the school
- Perform any other reasonable duties as may be required by the SENDCo and/or Headteacher
- Participate in training and other learning activities and Performance Appraisal as required

The above list is not exhaustive or exclusive. The role requires the post holder to be professional, cooperative, and flexible, and willing to take on additional responsibilities, as can be reasonably expected of them within the scope and grading of the post.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

SCOPE OF JOB (Budgetary/Resource Control, Impact)

- The post holder does not hold any budgetary responsibilities.
- The post holder should be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality, and data protection and ensure all concerns are raised in accordance with this policy.

