

TITLE OF JOB: Inclusion Administrative Assistant
LOCATION : Learning Support Department
GRADE : H3
HOURS: 20 Hrs per week

1 JOB PURPOSE

To provide a comprehensive secretarial and administrative support for the Learning Support Department.

2 MAIN AREAS OF RESPONSIBILITY

- Undertake departmental duties, including response to telephone and personal enquiries.
- Assist with student welfare matters, including contacting parents and staff.
- Provide administrative support, including photocopying, filing, and email and answering routine correspondence.
- Maintain manual and computerised records.
- Complete and submit statutory and other data to senior management team, governing body, the LEA and external agencies as required.
- Co-ordinate and set up Pastoral Support Programmes, Common Assessment Framework, EHCP Reviews and other external agency meetings
- To update and oversee all provision maps and other relevant documents

3 KNOWLEDGE, EXPERIENCE AND TRAINING

- Excellent word processing skills.
- Excellent organisational and administration skills.
- Good IT skills including a working knowledge of Microsoft Office.
- Imagination, flexibility and a friendly, professional attitude.
- Ability to prioritise workload.
- An empathy with both students and adults.
- Ability to communicate effectively both orally and in writing.

**The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

4 EQUALITIES

To be aware of and support difference and ensure that the school's equalities and diversity policies are followed.

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and job title.