

	Job Description	
	Role: Learning Support Administrator	
	Grade: H4	Reports to: Assessment Officer and Learning Support Manager
	Role specifics: Permanent, full-time, term time plus 1 week	

Purpose of the Role

To provide a full range of administrative support to the Learning Support Department.

Main Areas of Responsibility

- Contribute to the planning and development of administrative procedures and systems.
- Organise and attend EHCP meetings, and complete the school's administration tasks in relation to the EHCP process directed by County.
- Co-ordinate the new Year 7 extra Transition sessions and Meet your Head of House for identified SEN students.
- Organise the termly SEN Coffee Mornings, order refreshments and liaise with parents.
- Attend the weekly Learning Support Meeting, take accurate notes and ensure their prompt distribution to the team.
- Oversee organising the Homework Club provision - liaise with parents and club supervisors, ensuring the timely submission of supervisory invoices for payment.
- Analyse and evaluate information and run reports.
- Liaise with the Head of Sixth Form and SENDCo to put together In-Class Support annually.
- Oversee and maintain the budget spreadsheets for HNF, PP and Learning Support.
- Provide information and advice about the school and school activities for parents/carers, pupils and visitors.
- Assist with marketing and promotion of the SEND Department, and present a positive image of the school to parents/carers and the local community.
- Deal with enquiries courteously and with sensitivity and confidence, using initiative as required, and forwarding detailed messages as appropriate.
- Liaise with families, colleagues and external agencies through letters, face to face contact and electronic communications.
- Complete and submit statutory and other data to senior management team and external agencies (including governing bodies) as required.
- Undertake reception duties, including response to telephone and in-person enquiries.
- Provide a full range of administrative support, including but not limited to, taking notes at meetings and financial tasks.
- Maintain manual and computerised records.
- Maintain supplies required in the Learning Support Department.
- Ensure the associated administration and financial reporting in relation to agreed budgets meets approved standards.

Equalities

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

Health & Safety

Be aware of, and comply with, policies and procedures relating to child protection, health and safety, food safety, confidentiality and data protection, and report all concerns to an appropriate person.

There will be times when the post holder works alone and they must be prepared to take all appropriate health and safety precautions, taking responsibility for themselves and the site whilst on duty.

Disclosure and Barring Service

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure & Barring Service as part of the school's pre-employment checks.

All those required to have a DBS check are required to inform the school at the earliest opportunity of any conviction, caution or bind-over that they have received or any police investigation which may lead to one of these. Failure to do so, without legitimate cause, would be a serious breach of school discipline.

Additional Information

The postholder is required to contribute to, and support the overall aims and ethos of the school, maintaining its high standards and expectations. All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practices.

All new recruits to the school within this grade are subject to a six-month probationary period, which should provide you with the opportunity to discuss your progress within the role, identify any training needs and address any concerns.

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.

Knowledge, experience and personal attributes

Essential	Desirable
<ul style="list-style-type: none"> • Experience of administrative work • Strong numeracy and literacy skills • Ability to master standard Microsoft Office applications including Word and Excel • Excellent organisational skills • Ability to work within a team • Empathy and understanding of the needs of children and young people 	<ul style="list-style-type: none"> • Experience of working in a school environment • Working knowledge of SIMS management information system • Understanding of school's values and ethos • Evidence of accredited learning relevant to the post

Postholder name:	
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Line manager name:	
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Postholder signature:	
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Line manager signature:	
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Date:	
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Date:	
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