

The Special Partnership Trust

A community which aspires together

Delivered by:

An ambitious, inspirational partnership of outstanding learning.

Achieved by:

An integrated Trust with strong leadership at all levels in delivering outstanding educational outcomes, empowering pupils, parents, and staff to strengthen our community even further.

JOB DESCRIPTION

Job Title:	Administrator
Salary:	Band 2
Base:	Brunel School.

Hours

You will be expected to work **22.5 hours** per week Monday to Friday between the hours of **9am and 1.30pm**.

This role is term-time only plus 5 days in the holidays- days to be agreed with your line manager.

Main Purpose of Job:

- SEND administration.
- Supporting the school's SENDCo with daily administrative duties and other clerical duties as required by the SENDCo and Senior Leadership Team.
- Reporting directly to the school's SENDCo.

Main Duties and Responsibilities:

- To liaise with colleagues, parents and carers, external professionals as needed.
- Working with the SENDCo to manage the provision for all pupils' care (including recording Pupil Premium spending)
- Typing, photocopying, emailing as required.
- Filing in line with GDPR principles.
- Updating pupil records and profiles.
- Maintain appointment diary / reminder systems and other required records for the school's SENDCo.
- Arranging and typing SENDCo correspondence and arranging visits to the school as necessary.
- Responding to queries and sharing information with relevant parties as directed.
- General assistance with the maintenance of the school's MIS data.
- Minuting meetings as required.
- Ensuring such work of a high standard and that confidentiality is maintained.
- Producing data on all pupils as and when required.
- Other clerical tasks as prescribed by the SENDCo.

Key Requirements:

- A flexible approach combined with patience, tolerance, stamina and humour
- Experience of working with/willingness to work with young people with challenging behaviours
- Able to communicate well with pupils and adults.
- A understanding of and experience of administration around EHCPs and the annual review cycle.
- A commitment to safeguarding.

General – applicable to all Trust roles

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the Trust’s pupils at all times.
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance
- To adhere to Trust values and behaviours
- To be aware of and adhere to all Trust policies and procedures
- To be responsible for your own continuing self-development and attend meetings as appropriate
- To undertake other duties appropriate to the post as required

Person Specification:

	Essential	Desirable	Recruiting method
Education and Training	Attainment of 5 GCSE’s A-C (or equivalent) including English and Maths.	Attainment of NVQ Level 2 qualification in receptionist/clerical related field	Application
Skills and Experience	<p>Experience of reception, administration and clerical work</p> <p>Experience of telephone network systems</p> <p>Communication skills</p> <p>Organisational skills</p> <p>Able to multitask and work effectively with frequent interruptions</p> <p>Able to work on own initiative and as part of a team</p>	Experience of reception and clerical work in a school or similar environment	Application/ Interview
Specialist Knowledge and Skills	<p>Knowledge and practical application of Microsoft packages</p> <p>Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people</p> <p>Demonstrates an awareness, understanding and commitment to equal opportunities</p> <p>Knowledge of EHCPs and Annual Review paperwork.</p>	<p>Typing skills</p> <p>Knowledge of school systems such a Arbor and CPOMS.</p>	Application/ Interview

Behaviours and Values	Professional conduct Knowledge of Evidence for Learning and how to extract data. Our school values are: Love, Integrity, Availability, Safeguarding, Compassion, Aspiration and Inclusion.		Interview
------------------------------	--	--	-----------

Special Conditions related to the post

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All employees will be required to undertake mandatory training required by the Trust.

Trust Benefits

Our Trust is committed to providing employee benefits that motivate and reward our employees.

Our benefits include:

- A competitive salary
- Attractive terms and conditions including holidays
- Eligibility to join the local government pension scheme/Teachers pension scheme
- Family friendly policies
- Local and national discount schemes and initiatives
- Continued professional development support
- Flexibility to work across the Special Partnership Trust, the largest SEN provider in the county
- Support for staff wellbeing