



Job title:	ARP Administrative Assistant	
Reports to:	ARP Manager/ARP Class Teacher	
Scale/FTE:	Salary Scale: BR 6 Points: 17 - 21	Hours: 5 per week (over 1 or 2 days) Weeks Per Year: 38

Key Purpose

Under the direction/instruction of the ARP Manager, to provide support to the ARP Class teachers taking responsibility for the day-to-day operation of provision made by the school for pupils with EHCP's in the Additional Resources Provision.

Summary of Responsibilities and Duties

This role involves managing sensitive student data, maintaining the ARP SEN register, coordinating Annual Reviews, and acting as the key liaison between parents, staff, and external agencies. The main responsibilities are outlined below:

- **Data and Record Management:** Maintain the ARP SEN register, update student records, and handle confidential information in line with GDPR requirements. Ensure electronic filing systems are accurate and enable the prompt retrieval of information.
- **EHCP and Annual Review Coordination:** Prepare and coordinate documentation for Annual Reviews. This includes arranging and attending meetings, requesting reports from external professionals, taking minutes, and submitting all required documentation to the Local Authority within agreed timescales. Liaise with parents and carers as appropriate.
- **Communication and Liaison:** Act as the first point of contact for ARP-related queries. Communicate effectively with parents, carers, school staff, healthcare professionals, and Local Authorities.
- **Administrative Support:** Provide comprehensive administrative support to the ARP Manager including diary management, scheduling meetings, arranging appointments, preparing correspondence, and producing accurate minutes and reports. Manage the ARP email inbox and support referral processes to external agencies.
- **Pupil Records and Transitions:** Ensure that pupil records are accurately maintained and securely transferred when students move to other educational settings.
- **General Administration:** Undertake a range of administrative duties, including processing documents using IT systems, maintaining records (including confidential personnel information where required), and supporting day-to-day office operations.

- **Ad Hoc Duties:** Carry out additional administrative tasks as required to support the efficient running of the ARP provision.

Key Skills & Requirements

- Strong administrative and organisational skills, with the ability to prioritise workload and meet deadlines.
- Proficient IT skills, including effective use of Microsoft Office and school management systems.
- Excellent written and verbal communication skills, with the ability to handle sensitive information with professionalism and empathy.
- Knowledge of SEN processes and documentation, including EHCPs.
- Understanding of safeguarding and child protection requirements, with knowledge of relevant legislation and guidance.
- Ability to work effectively under pressure in a busy environment.
- Reliable, responsible, and trustworthy, with a high level of integrity.
- Flexible and able to work collaboratively as part of a team.
- Ability to build and maintain positive working relationships with colleagues, parents, and external partners.
- Willingness to follow organisational procedures and uphold required standards.

Safeguarding Statement

The post holder must follow all safeguarding procedures and is expected to share the school's commitment to safeguarding and promoting the welfare of children and young people. All safeguarding concerns must be reported immediately to the appropriate staff member.

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills and grade.

Details and emphasis are subject to amendment and revision in the light of the changing needs of Mosaic Schools Learning Trust. This will always be in consultation with the post holder and any additional training needs identified and discussed with the post holder's line manager.

Mosaic Schools Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

Experience (Essential Requirements)

This appointment will be subject to satisfactory disclosure and barring police checks [DBS]. No formal qualifications are essential but applicants should have excellent numerical, literacy and IT skills and be competent in Word and Excel. Good communication skills are a must.

Experience (Desirable Requirements)

Knowledge of Microsoft/ARBOR software. Experience of delivering a responsive and customer-focused service.

Knowledge/Skills (Essential Requirements)

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support diversity and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Always maintain a calm, positive and professional approach when dealing with parents/carers, external agencies, visitors and telephone enquiries.
- Work flexibly and efficiently as part of a team and liaise closely with other team members.