

**JOB DESCRIPTION**

# Post: SEN Administration Assistant

Grade: Grade 14, (6,208 - £6,691)

Hours: 20 hours per week, 32 weeks (term time), to be worked as organised with office staff but which can and will fall during school holidays.

Responsible to: SENCO

**Main purpose:**

To provide support for the SEN office and for other members of Brymore staff.

**Main Tasks**

* To assist the team in dealing with enquiries from a wide variety of sources
* Working with other team members to be responsible for maintaining effective information and administrative systems within the team
* To take minutes of meetings and to operate standard computer applications to produce well-presented and accurately typed letters, reports, memoranda, tabulations and documents making use of all facilities
* To check information contained on appropriate documentation and transfer data to computer based records and to amend and update as required
* To carry out general office duties as required, including duties associated with the processing of mail, photocopying etc.
* To maintain accurate filing systems to ensure ease of retrieval in accordance with procedures
* Will be able to treat both documents and conversations undertaken within the school environment confidentially
* Key updating and maintaining of policy templates
* Administration of activity and maintenance spreadsheets
* To assist with the administration and practical duties involved with examinations alongside the SENCO
* Updating of school calendar
* To assist in areas, as directed, on report collating, attendance and data collections
* Working key event days as directed by the SENCO
* Any other clerical, administration or similar duties required of you as directed by a member of the SLT or your line manager.

**General Duties and Accountabilities**

* Developing an understanding of school policies and procedures, complying with their contents and raising concerns in a timely manner
* Actively participating in the Performance Management processes within the school
* Identifying personal training needs and participating in training and performance development whenever required
* To undertake any other duties appropriate to the grade of the post
* Comply with the requirements of, and act in accordance with, the school’s policies, not solely but including:
  + Child Protection
  + Health & Safety
  + Equal Opportunities
  + Behaviour for learning
* To undertake duties as specified by the Headteacher not mentioned in the above

*Job descriptions are subject to annual review*



**BRYMORE ACADEMY**

**Terms and Conditions**

**Conditions of Service**

Full conditions of employment are set out in a Statement of Terms and Conditions of Employment which will be issued to the successful candidates.

**Fitness for Employment**

The successful candidate will be required to complete a medical questionnaire which may result in a check by the Occupational Health Physician. A criminal record check is also required via the disclosure procedure.

**Salary**

Salary is paid on the last working day of each month and the salary for this post is based on Grade 14, points 13 to 17.

**Annual Leave**

This post is term time therefore holiday will need to be taken in school holidays with consideration and liaison with the office staff holidays.

**Equal Opportunities**

Brymore Academy is committed to the promotion of equal opportunities and is dedicated to non-discriminatory policies and practices and to eliminate unfair discrimination on any basis. Therefore, no candidates will be discriminated against on the grounds of age, gender, marital status, racial origin, disability, sexual origin or religious or political beliefs.

**Safe Recruitment**

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and visitors to share this commitment. This post requires a criminal record check via the disclosure procedure.

**Criminal Record Check**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as ‘spent’.

**Applications**

Applicants for the post need to write a letter of application and complete an application form and return it to the school office by Friday 1st December 2016 by 12 noon. Short-listed candidates will be informed after the closing date.

**Interviews**

Interview date to be confirmed shortly after the closing date.