

JOB TITLE	Administrator (SEN & Safeguarding)				
RESPONSIBLE TO	Academy Operations Manager				
GRADE	5	Hours	Up to 37	Weeks	39 (term time)

JOB PURPOSE

To provide generalist administrative support to the Academy including the efficient running of the work of the SENDCO and Safeguarding Lead

MAIN RESPONSIBILITIES

1.	Act as first point of contact for parents and general enquiries in a professional manner
2.	Internal reception; receive initial enquiries from staff needing administrative support
3.	Support with pupil passes, staff ID badges, issue and collect locker keys
4.	Support with laptop distribution, collection and logging
5.	Set up online payments and refunds
6.	Filing and archiving
7.	Check letters/emails prepared by teachers and send out to parents
8.	To manage parent access to systems
9.	To support in the preparation of whole school events, open evenings, parents evening, etc
10.	To undertake a range of office duties
11.	SEN & Safeguarding duties <ul style="list-style-type: none"> Input, update and download pupil information from computerised systems and provide accurate and to date information for the school leadership Complete paperwork in line with the systems in place and inform and support the attendance and suspension processes To minute meetings including safeguarding and review meetings To gather 'wishes' and 'feelings' information and feedback to staff To keep up to date with the Local Offer and LA policies and procedures around safeguarding
12.	To provide first aid provision to the academy
13.	To ensure that all activities undertaken are done so safely and to report any unsafe practices or conditions identified as soon as possible to a senior manager
14.	To actively always promote the safeguarding and welfare of pupils
15.	<ul style="list-style-type: none"> Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person Contribute to the overall ethos/work/aims of the school Establish constructive relationships and communication with all staff and other agencies/professionals Recognise own strengths and areas of expertise and use these to advise and support others Participate in training and other learning activities and performance development as required
16.	Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Principal. .

PERSON SPECIFICATION

QUALIFICATIONS AND EXPERIENCE

ESSENTIAL

- Experience in a busy office / reception environment
- Educated to a minimum standard of GSCE's, ideally with Maths and English
- MS Office skills

DESIRABLE

- Relevant experience in a school or busy office environment
- First aid qualification or willingness to gain one

KNOWLEDGE AND SKILLS

ESSENTIAL

- Ability to work collaboratively as part of a team, understanding roles and responsibilities
- Ability to build and form good relationships with children, colleagues and other professionals
- High standard of interpersonal and de-escalation skills
- Able to use software and office equipment effectively
- High standard of written communication skills appropriate to the need to communicate effectively with colleagues, children and other professionals

DESIRABLE

- School MIS experience (we currently use Bromcom)

PERSONAL QUALITIES

ESSENTIAL

- Efficient with attention to detail
- Ability to work under pressure
- Able to work flexibly and respond to unplanned situations
- Able to deal appropriately with confidential information
- Commitment to the highest standards of child protection
- Recognition of the importance of personal responsibility for Health & Safety
- Commitment to the School's and Trust's ethos, aims and its whole community.