



JOB DESCRIPTION

Job Information

All information to be as shown on organisation chart.

Job Title:

Student Services Administrator

Post No:

GEN19

Grade:

HC4

Organisational information:

Responsible to: Headteacher; SENCO, DSL

Responsible for: No staff management responsibilities.

Functional links with: Students, staff, parents, officers of the LEA, and other agencies, as necessary.

Specific functional links with:

- Additional Needs Department
- Integration Unit
- Welfare Officer
- Attendance Officer
- Achievement Co-ordinator
- Pupil Referral Units
- Educational Psychologists
- Social Workers
- School nursing service
- CAMHS

Main Purpose of Job:

Responsible for servicing the administrative needs of the SENCO/DSL and the student services department, and

The post holder will have proven and demonstrable administration / office experience strengthened by strong IT skills (word processing, spreadsheets, databases, email); ability to prioritise workloads; and communicate effectively at all levels. Knowledge of additional needs (AN) safeguarding and the SIMS student records system would be an advantage. Significant experience of working in a school and / or AN / safeguarding will be essential as well as initiative and discretion. Flexibility in approach and working patterns will also be essential.

The successful candidate must be willing to uphold the ethos and policies of the School, including commitment to confidentiality of information and safeguarding and promoting the welfare of pupils and colleagues.

Main Responsibilities / Accountabilities:

The jobholder will be expected to complete the responsibilities / accountabilities effectively.

Administrative Tasks

- Provide a daily service to the SENCO/DSL: receive phone calls, take messages, distribute timetables, keep files in a tidy and accessible order, place orders for resources, type letters of correspondence.
- To maintain safeguarding and SEN records securely.
- Complete paperwork for statutory assessments of pupils' special educational needs and meet deadline requested by the Local Authority's SEN team.
- Complete paperwork for top up funding applications to monthly panel meetings.
- Liaise with parents, services with school and external agencies via email, telephone and written correspondence.
- Liaise with parents, Local Authority and involved agencies on an annual basis concerning pupils requiring an annual review of an EHCP. Minute and distribute all reports.
- Carry out appropriate administrative action following annual reviews of an EHCP.
- File all correspondence for students on the SEN register and distribute copies to relevant agencies (Attendance Officer, Achievement Coordinators, parents, Heads of Department).
- Process reports / data / correspondence with parents regarding safeguarding and medical info / information on pupils, ensuring that the SEN/ safeguarding register and other recording and reporting systems are accurate and updated on a regular basis.
- Assist in the archiving of Y11 students leaving school and set up filing for the new Y7 intake in September each year.
- Contribute to the achievement of the SENCO's/ DSL's development and improvement plans through practical involvement in team meetings and appropriate training.
- Coordinating meetings of the student services team, minuting the meetings and distributing copies.
- Monitor, review and file assessments from support staff. Alert SENCO/DSL to students causing concern.
- Pastoral Support Plans: take minutes of the meetings, produce target books, send plans to staff, parents and external agencies.
- Wave 3 behaviour concerns: produce files for Senior Leadership Team (SLT), attend and minute meetings, send reports to relevant parties within school and external agencies.
- Minute student services staff meetings and distribute minutes to all support staff. Keep support staff timetables updated. Create files of support staff Continuing Professional Development (CPD) and annual targets.
- Provide admin support regarding exclusions
- Update and maintain a medical register and health care plans, admin of medication and contributing to the medical care policy and oversee the first aid rota

Information Tasks

- Use the school's ICT system to maintain an updated register of pupils with special educational needs.
- Ensure that relevant information is copied to staff within school: Achievement Co-ordinators, and Attendance Officer.
- Wave 3 SEN interventions: ordering and storing resources, sorting past test papers, creating spreadsheets of test results, distributing data to staff.
- Use IT software to produce information booklets and resources for staff.
- Create and distribute strategies for supporting students with additional needs (Wave 1 and 2) to all staff. Create class lists of all students on AN register for each teacher.
- Update the school's absence pupil priority list
- Maintain all safeguarding records

Resources / Finance

- Responsibility for functioning of additional needs rooms and notice boards: timetabling, liaising with IT, resourcing, tidying, keeping files and resources in good order, liaising with outside agencies and school staff, keeping notice boards updated for support staff.
- Exam arrangements: order test papers, timetable of tests for students with additional needs, preparing test papers and resources for students, overseeing arrangements on test days, sending letters to parents on access arrangements.
- Order resources for student services department and liaise with Finance Officer.

Information

- To maintain manual records / computer databases and arrange for the adaptation of these if necessary.
- To produce more detailed lists / information / data as required.
- To assist with the maintenance and collation of pupil reports.
- To complete forms / returns for submission to the LEA, DfES, etc.

The post holder will be required to undertake any other duties as directed by the SENCO / DSL which may reasonably be regarded within the remit of the post.

Other information:

Disclosure type: **enhanced DBS**

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| Date Job Description reviewed: | February 2018 |
| Line Manager Name: | Line Manager Signature: Date: |



PERSON SPECIFICATION

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| Job Information: | | |
| Job Title: Student Services Administrator | Post No: GEN19 | Grade: HC4 |
| | Essential | Method of Assessment* |
| Experience | <ul style="list-style-type: none"> • Experience of working in a reception / clerical / administrative role. • Some experience of working within a school (either in a paid or voluntary capacity). • Experience of administering first aid. • Experience of dealing with members of the public. | AF, I |
| Skills and Abilities | <ul style="list-style-type: none"> • Able to communicate effectively with parents, pupils and visitors to the school. • Good knowledge of Word, Excel and / or SIMS. • Well-organised and flexible approach to work. • Ability to work constructively and supportively as part of a team. • Good attention to detail. • Able to work largely on one's own initiative. | AF, I |
| Qualifications and Training | <ul style="list-style-type: none"> • Level 5 safeguarding training or willingness to undertake this • GCSE Maths and English, Grade C or above, or equivalent. • British regulated qualification framework level 2 and above or • International English language testing system (IELTS) score of 5.0 • RSA 2 in word-processing (or equivalent) • First Aid Qualification or willingness to undertake this | AF Fluency Duty -The ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for the post. |
| Other Factors | <ul style="list-style-type: none"> • Commitment to working with young people. • Willingness to work in support of the inclusive ethos of the school. • Enhanced DBS disclosure. | DBS Police Check |
| Date Person Specification reviewed: | February 2018 | |
| Line Manager Name: | Line Manager Signature: Date: | |

*Method of Assessment: AF = Application Form; I = Interview;
S = Selection Method; P= Presentation