

Role description

Role title:	Administrative assistant to the Wellbeing Team
Accountable to:	SENDCo
Role purpose:	The primary focus of post is to provide administrative support for the Safeguarding and SEND Team in all aspects of their work. The work will frequently involve dealing with information and situations of a sensitive and sometimes disturbing nature.
Remuneration:	Salary: £17,200 for a full-time post
Position:	Permanent
Role relationships:	Designated Safeguarding Lead - line manager SENDCo and Deputy SENDCo- support and advisory Inclusion officers - liaison and advisory Wellbeing officers - liaison and advisory In addition you will liaise with the teaching, administration and support staff, parents, families, external agencies and support professionals as necessary.

Accountability

The **administrative assistant to the Wellbeing team** is accountable for:

- Ensuring the team members receive adequate and timely support for their work;

The Wellbeing Team comprises the Designated Safeguarding Lead, SENDCo, Deputy SENDCo, Inclusion Officers and Upper School Wellbeing Officer.

Key Tasks

AREAS OF ACCOUNTABILITY	KEY TASKS
Recording and assessment	<ul style="list-style-type: none"> • Managing up to date record keeping; • Ensuring all Annual Review paperwork is carried out and submitted on time attend and take minutes at Annual Reviews; • Updating the SEN Register and other records;
Administration and support	<ul style="list-style-type: none"> • Carrying out all administrative and clerical duties needed to support the Wellbeing Team, including:- <ul style="list-style-type: none"> • Responding to telephone and email enquires; • Writing emails, letters and reports to colleagues/parents/outside agencies; • Liaising with colleagues, parents, the Local Authority and other stakeholders as necessary; • Typing Individual Education Plans and arranging their reviews • Booking appointments and managing calendars for team members; • Clerking for meetings, including agenda preparation and minutes; • Assist with timetabling of support;

	<ul style="list-style-type: none"> Assisting with the ordering of all books and equipment needed for the department; Assisting and help set up for open events, prospective pupil visits and taster days;
Standards and quality assurance	<ul style="list-style-type: none"> Handling all types of communication in a professional and friendly way; Promoting a good impression of the school to all parents, staff and visitors; Maintaining confidentiality at all times, being sensitive to the needs of others; Setting a good example in terms of dress, punctuality and attendance; Working within the staff group to help the smooth day-to-day running of the whole school; Supporting the aims and ethos of the school; Attending team and staff meetings; Actively engaging in the school's policies and procedures and being fully compliant in their implementation.

The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope of the post. All members of staff are required to be professional, co-operative and flexible and undergo reasonable and directed professional development. This may require out of 'normal hours' and personal study which may be unpaid.

Person Specification

Essential	Desirable
<i>Qualifications, training and experience</i>	
<ul style="list-style-type: none"> Experience of working in a similar role, preferably in an educational setting; Educated to a good standard; 	<ul style="list-style-type: none"> Experience of using school management information systems (we use Arbor and CPOMS). Child protection training
<i>Knowledge, understanding & attitudes</i>	
<ul style="list-style-type: none"> Understanding of child protection and safeguarding procedures; Understanding of procedures and legislation relating to confidentiality; A positive and friendly approach to challenging people and situations; Sensitivity to the needs of vulnerable adults and children; 	<ul style="list-style-type: none"> A flexible approach to working patterns;
<i>Professional qualities</i>	
<ul style="list-style-type: none"> Ability to establish and maintain excellent professional relationships with pupils, parents and colleagues; Ability to remain calm in a busy environment; Ability to maintain confidentiality; Ability to work effectively in a team and self-direct as necessary; Ability to work independently, in an organised manner under tight deadlines; Good time management skills 	<ul style="list-style-type: none"> To be proactive and initiate action



<i>Skills</i>	
<ul style="list-style-type: none">• Excellent ICT skills;• Excellent verbal and written communication skills, with the ability to communicate effectively with pupils, colleagues, outside agencies and parents;• Excellent organisational skills;	<ul style="list-style-type: none">•

Essential application information

Steiner Academy Exeter is committed to safeguarding children and young people and expects all staff and volunteers to share this commitment. Candidates must be suitable to work with children and will be expected to undertake an advanced DBS disclosure. Candidates must have the right to work in the United Kingdom. Candidates from abroad will be asked to provide criminal records clearance from countries of residence, as well as evidence of eligibility to work in the United Kingdom.

Applications for the post must be made on the standard application form, which can be found on our website at <http://www.steineracademyexeter.org.uk/current-vacancies> .

Deadline for receipt of completed applications: Tuesday 12th February

Interviews will be w/c 25th February

Please be aware that the SAE is not able to guarantee a school place for the children of staff. Whilst every effort will be made to ensure that staff who wish to enrol their children in SAE will be able to do so, the school's admissions arrangements and its statutory commitments to inclusion mean that no commitment can be made or certainty offered.

Paul Hougham, Acting Principal, January 2019