

JOB DESCRIPTION

JOB TITLE: **Executive Assistant to the SENCo**
(Admin/Organisational Support – Role D LGA Scale SO1/2)

HOURS: **7.30am – 3.30pm Monday to Thursday**
7.30am-3pm Friday (Term Time Only)

1. PURPOSE OF JOB

- a) To provide a confidential and high standard of administrative support to the SENCo and Deputy SENCos.
- b) To work with the SENCo to manage, monitor and evaluate effective communications systems which enable SEND provision to be provided to all students requiring it in a timely manner

2. PRINCIPAL ACCOUNTABILITIES

Organisation

- Support with the organisation of visitors, including professionals
- Act as first point of contact for SENCo and Deputy SENCo, including telephone enquiries, receiving visitors, and dealing with emails
- Support the SENCo with the preparation of documentation such as referrals to external services, EHCP annual review paperwork and copies of reports
- Coordinate the SENCo calendar, including booking in meetings with professionals and parents/carers
- To be in regular contact with parents/carers of students on the SEN register, and respond to day-to-day emails and calls on behalf of the SENCo

Administration

- Provide general clerical / admin support e.g. photocopying, filing, faxing, emailing, completing standard forms and responding to routine correspondence
- Maintain manual and computerised records / management information systems including overseeing the SEN register
- Maintain the SENCo's filing system as required
- Produce lists / information / data as required, e.g. pupil data
- Maintain and collate pupil reports
- Take notes at meetings where appropriate
- Sort incoming and outgoing mail and distribute accordingly
- Oversee the organisation of Access Arrangements for external examinations, working closely with the Exams Officer

Responsibilities

- To ensure confidentiality of all information is maintained at all times.
- To undertake a high-level support to the SENCo, managing the diary, booking appointments, fielding and filtering telephone calls, opening and distributing post, completing written correspondence and other documents to the SENCo and to undertake a range of further administrative responsibilities as required
- To receive and action phone calls and emails, where appropriate, within a reasonable timescale
- Be aware of and comply with related policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and equal opportunities for all
- Contribute to the overall ethos / work / aims of the school
- 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
- Understand that keeping children safe is paramount in our school and that all employees must take responsibility for ensuring that any safeguarding concerns are quickly reported to the appropriate person.
- Undertake all safeguarding training required by the school.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

PERSON SPECIFICATION

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CRITERIA	ESSENTIAL CRITERIA
Job Related Education and Qualifications and Knowledge	<ul style="list-style-type: none">• NVQ Level 4 or equivalent qualification or experience in relevant discipline• Good knowledge and understanding of relevant ICT packages, including the school's specialist software SIMS or a willingness to learn• Knowledge of relevant policies / codes of practice and awareness of relevant legislation• Appropriate knowledge of first aid
Experience	<ul style="list-style-type: none">• Demonstrable experience of clerical / administrative work, likely to have been gained over several years• Experience working within a school environment, or knowledge of SEND
Skills & Abilities	<ul style="list-style-type: none">• Good communication skills and confidence communicating with a variety of stakeholders, including parents/carers, professionals from external services and other staff members• Good numerical skills to undertake a variety of tasks, e.g. collecting monies, maintaining accounts for schools activities, undertaking banking, checking travel / expense claims• Good literacy skills to undertake a variety of tasks, e.g. maintaining records, minute taking, maintaining diary(ies) producing a range of correspondence• Good keyboard / computer skills where this is appropriate for the role, e.g. production of reports, correspondence, inputting / updating personnel or financial information• Able to relate well to children and adults, e.g. dealing with visitors, passing information / messages to other staff, dealing with sick children, providing straightforward advice on first aid etc• Able to demonstrate sensitivity and tact• Able to maintain confidentiality• Able to work accurately and with good attention to detail• Able to undertake short term planning, e.g. managing own workload, ensuring deadlines are met, planning for school activities, e.g. school trips / sports day / exams• Able to deal with more complex queries and know when to refer to more senior staff

- Able to work constructively as part of a team and to understand school roles and responsibilities and own position within these
- Able to identify own training and development needs and co-operate with means to address them

Equalities

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.