

## **Administrative Assistant to SENCo**

**Line manager:** SENCo

**Salary scale:** Band A

### **KEY CORPORATE ACCOUNTABILITIES**

- To actively promote the School's Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place
- To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery
- To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work
- At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above
- To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs

### **PRINCIPAL ACCOUNTABILITIES:**

- To work closely with the SENCo, supporting her role through liaison with students, parents/carers and external bodies.
- General admin tasks: e.g scanning photocopying, filing maintaining database, uploading to SIM's
- Distributing reports and care plans etc to teachers / outside agencies and filing of plans
- To support in information gathering for EHCP and annual reviews, and relevant admin associated to this
- To carry out Dyslexia Screening and Language / Speech link assessments
- Support SALT review visits

- Meet and greet outside agencies, and share information between them and school – Liaise effectively with the outside agencies and represent the school in a professional manner
- Manage and maintain a central one drive file of SEN and share with teachers
- Carrying out such additional duties as may be reasonably required from time to time by the Head Teacher, SENCo or Senior Leadership team

### **PERSON SPECIFICATION:**

This is a non-teaching post which will give the successful candidate an excellent opportunity to work closely with young people supporting them in their school life. You will be expected to work effectively with both teaching and support staff at all levels as well as with parents/carers, students, and external agencies. You will thus need the following qualities: -

- Ability to handle sensitive issues relating to students, keeping confidentiality as required
- Ability to form good working relationships with students, parents/carers and colleagues
- Good oral and written communication skills
- Good organisational and time management skills and the ability to work under pressure
- Adaptability and flexibility in working practices and the ability to know when to use initiative
- A high degree of professionalism in your approach to work and tasks set
- An ability to be a good role model for students and colleagues.

*In addition, it would be advantageous if the successful candidate:*

- Have GCSE in Maths and English grades 4-9 (A-C)
- Be computer literate and be willing to learn new computer systems
- Be willing to access in-house/external training to enhance professional development



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- Have some experience of working with young people with learning/behavioural difficulties.