

Cambourne Village College: SEN General Administrator

JOB DESCRIPTION

Salary: Scale 3

Line of Responsibility

The post holder reports to the Assistant to the Senco.

Job Content

The General Administrator is responsible for:

- The provision of efficient and accurate administrative and clerical support to the Centre staff
- Assisting in the smooth and efficient running of SEN department
- Assisting in maintaining of the Centre database systems and completion of pupil annual reviews under guidance from the SENCo.
- Undertaking administrative as duties as required

SEN Admin to include:

- Record keeping
- Filing
- Photocopying
- Ordering and invoicing/stocktaking
- Communicating with parents
- Co-ordinating and administrating paperwork for the Centre
- Planning and administrating events
- Producing letters
- Organising meetings and accurate minute taking

Duties and Responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Principal.

Operational

- To establish and maintain good relationships with all students, parents/carers, colleagues, suppliers, contractors and other professionals
- To assist the Centre team to ensure the effective operation of the department including so that all aspects of the function are conducted efficiently and accurately
- To undertake all administrative and clerical tasks including word processing, setting up spreadsheets, photocopying, filing, collating reports
- To assist with the smooth operation of school transfers including the preparation of associated spreadsheets and reports
- Provision of efficient and accurate administration assistance to the Line Manager
- To assist in maintaining and updating information held on school databases in particular those relating to students

- To assist in the maintaining of archive files and historical data
- To assist in the circulation of incoming mail and outgoing post, taking appropriate action as necessary
- To liaise with local authority, other schools and external professionals in a professional manner.

General

- To assist in school emergencies as required, including locating relevant staff, contacting emergency services and completing necessary documentation
- To attend relevant meetings and training sessions
- To assist in such duties and activities relating to any of the above areas appropriate to grade as shall from time to time be reasonably required

Conditions of Employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.

To uphold the school's policy in respect of Child Protection matters.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

S/he shall be subject to all relevant statutory and institutional requirements.

The post holder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

All staff participate in the school's performance management scheme.

Cambourne Village College are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment