



Job Description Administration Assistant - SEND

Responsible to:	Assistant Principal SENCO
Job purpose:	Under direction, to provide routine clerical, administrative support to the SEND team in the Academy.
Arrangement:	20 Hours Per Week, Term Time Only
Grade:	Grade C - NJC SCP 3 -6 (£8,409.37 to £8,924.03 pro rata)

Duties & responsibilities:

- To provide routine clerical support e.g. photocopying, filing, faxing, emailing, and completing routine forms.
- To ensure that everyone is dealt with in a courteous, professional, calm and friendly manner.
- To provide an excellent customer service to parents, pupils, colleagues and visitors to the Academy.
- To assist in the organisation of SEND documentation
- To support team members, sharing learning and best practice in order to contribute to overall team effectiveness.
- To assist with SEND students' first aid and welfare duties, looking after sick pupils, liaising with parents/staff as required.
- To assist with arrangements for visits by outside agencies including Educational Psychologists and
- To maintain manual and computerised records/management information system on SEND students
- To undertake typing, word processing and other IT based tasks.
- To sort and distribute SEND correspondence
- To report inappropriate pupil behaviour and convey serious incidents to the SENCO /Principal as appropriate.
- To be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To participate in training and other learning activities and performance development as required.
- To ensure strict confidentiality in all areas of work.

- To work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- To ensure work is conducted in a way that protects the safety and security of information (e.g. strong passwords, reporting breaches, securing paper records, securely disposing of records).
- To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times, reporting any concerns to the Designated Safeguarding Officer immediately.
- To comply with the Trust and academy's policies and procedures at all times.

To undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Thornaby Academy and Falcon Trust are committed to Safeguarding and promoting the welfare of children and young people.

All appointments are subject to satisfactory checks prior to and throughout the duration of employment. All checks are mandatory and must be completed to the satisfaction of the Trust before a conditional offer of employment is confirmed.

NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. 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 construed. This job description will be reviewed regularly and it may be subject to modification or amendment at any time. This job description does not form part of the contract of employment. It describes the responsibilities that the post holder is expected to perform.