**THREE TOWERS (TTAPA)**

**JOB DESCRIPTION**

**1. INTRODUCTION**

**1.1 Name of Postholder**:

**1.2 Job Title**: Administrative Assistant

**1.3 Job Purpose:** Under thereasonable direction of the Headteacher / senior staff carry out the professional duties in line with the job profile and in particular to:

 Provide a comprehensive and confidential administrative and support service for the School Office and the Pastoral and SEND teams.

 Support the aims and objectives of Three Towers APA.

**1.4 Line Management**: Assistant Headteacher / Academy Business Manager.

* 1. **Liaising With:** Headteacher, core leadership team, teachers and support staff, LA representatives, external agencies and parents.

**1.6 Salary Scale**: G4 scale points 14 - 19 (pro rata)

**1.7 Hours of Work:** 32.5 hours per week between 8:30 am and 3.30pm (2:30pm on Friday), term time plus 1 week

**1.8 Base:** Hindley Campus

**1.9 DBS Disclosure** Enhanced

**Level:**

**Dated** October 2017

**Main Duties and Responsibilities**

**SEND**

* Be responsible for the SEND diary management and arrangements for all meetings (includes making travel, accommodation and conference arrangements for staff as required)
* To take minutes of meetings as required
* Deal with, track and monitor incoming/outgoing mail for the SENDCo
* To deal with and screen telephone calls from parents and other external callers
* Provide the SENDCo with clear, concise and timed/dated summaries of messages
* Organise Annual Review schedules: inviting parents, outside agencies and collating teacher, learner and parent comments.
* Prepare student EHCP documentation, profiles and additional reports.
* Complete and submit any SEND paperwork as directed by the SENCO.

**Pastoral**

* To deal with and respond to enquiries from staff, learners, parents and outside agencies
* Assist with operating the school’s first day of absence procedure ensuring that all data is recorded accurately ensuring the attendance procedure is implemented within given timescales.
* Keep detailed records that track and monitor pupil attendance and punctuality patterns
* Prepare data for education penalty notices within the designated half termly windows
* To contribute to appropriate Pastoral record keeping systems as directed by pastoral managers.
* To manage, maintain, input & extract data/information for analysis in order to produce detailed reports on attendance and behaviour as requested
* To input data into the emotional literacy assessment tool and create pupil profiles transferring pertinent information to other pupil documentation.
* To assist in the preparation of termly/annual reports and statutory returns

**General Administration**

* Undertake reception duties, answering general telephone/face to face enquiries, signing in visitors and dealing with complex visitor/reception matters as required.
* Assist with outgoing post including maintaining the post book.
* Ensure efficient, effective transfer and distribution of mail, including e-mail and other correspondence.
* Ensure efficient, administration arrangements for the electronic circulation of central documentation and information to all staff.
* Support other school staff appropriately by providing administrative services such as photocopying, filing, faxing, emailing, minute taking and hospitality arrangements.
* Complete and submit forms and returns, including those to outside agencies, LA and other regulatory bodies, as directed by senior staff.
* Contribute to the planning, development and organisation of support service systems, procedures and policies.

**Other Duties**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Maintain compliance with confidentiality and data protection
* To adhere to strict confidential practices in relation to all forms of learner and employee information
* Be aware of and support difference and ensure equal opportunities for all
* Contribute to the overall ethos/work/aims of Three Towers and The Rowan Learning Trust
* Appreciate and support the role of other professionals
* Attend and participate in relevant meetings as may be reasonably directed
* Participate in training and other learning activities and performance management as may be reasonably directed
* Other duties commensurate with the grade as specified by the Headteacher
* Manage incidents which may require positive handling of a young person when appropriate.
* Be a designated First Aider

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| **SIGNATURES** |

The Rowan Learning Trust will make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Support Staff) (Headteacher)

Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Support Staff) (Headteacher)

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| **Qualifications** | **Essential** | **Desirable** |
| 3 GCSEs grade C or above (or equivalent) including, Maths, English, or demonstrate Numeracy and literacy competence at NVQ Level 2, or evidence of the equivalent QCG credit value.  | **✓** |  |
| Valid First Aid certificate or willingness to achieve | **✓** |  |
| Willingness and ability to undertake further qualification (if necessary) and training for development in the post | **✓** |  |
| Positive handling training undertaken or willingness to undertake the training |  | **✓** |

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| **Knowledge & Experience** |  |  |
| Ability to maintain the confidentiality of the work undertaken | **✓** |  |
| Demonstrate a high degree of competence and confidence in using Outlook, Word, Excel and PowerPoint | **✓** |  |
| Successful Experience of using SIMS.net | **✓** |  |
| Successful experience of working in a school office environment including full working knowledge of relevant policies/codes of practice and awareness of relevant legislation relating to school administration |  | **✓** |
| Basic understanding of SEND procedures |  | **✓** |

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| **Personal Skills, Abilities, Competencies & Attributes** |  |  |
| Commitment to uphold and model the values and vision of the school | **✓** |  |
| Demonstrate excellent communication skill – verbal and written | **✓** |  |
| Demonstrate very good ICT skills and accurate keyboard skills | **✓** |  |
| Demonstrate successful interpersonal skills and ability to relate well to children, adults and partner agencies | **✓** |  |
| Demonstrate excellent organisational and presentation skills | **✓** |  |
| Ability to work with minimum direction and supervision | **✓** |  |
| Ability to work accurately under pressure and meet deadlines despite frequent interruptions. | **✓** |  |
| Ability to work constructively as part of the school team, understanding own role and responsibility. | **✓** |  |
| Ability to manage changing priorities and successfully complete a range of tasks | **✓** |  |
| Ability to adapt to meet emerging challenges and changes as the school develops | **✓** |  |
| Be self-motivated, able to identify own training and development needs and able to use initiative effectively.  | **✓** |  |
| Demonstrate a methodical approach to tasks and a keen eye for detail | **✓** |  |
| Demonstrate an empathy for children and young people | **✓** |  |
| Demonstrate resilience, reliability, integrity, enthusiasm and a sense of humour | **✓** |  |
| Demonstrate a flexible and proactive approach to work | **✓** |  |
| Professional appearance | **✓** |  |