

CHASE LANE PRIMARY SCHOOL

JOB DESCRIPTION

Post Title:	Administration Assistant
Grade	Scale 4 Point 7 - 10
Reports to :	Officer Manager/Special Educational Needs Coordinators
Level of Disclosure:	Enhanced with checks

JOB PURPOSE

- To provide administrative support service to the Special Educational Needs Coordinators (SENCOs)
- To use SIMS(training provided) & other ICT software as required
- To update a range of high quality school documents

MAIN DUTIES AND RESPONSIBILITIES

- Provision Maps – prepare templates, file signed copies and chase up those not returned
- Update SEN register, send out on/off register letters and update SEN class profiles and distribute
- Scanning, copying, saving, filing and distributing documents and reports
- Prepare and collate PCR documentation – schedule meetings and organize cover
- LSA meeting minutes
- Class SEN registers – update and distribute
- Transition documents
- Intervention entry/exit data
- SALT/EP/dyslexia screening consent forms
- Set up and add basic info to referral templates
- Preparing, printing and distributing resources

General

- To ensure the provision of a hospitable and welcoming 'front line' service to all visitors to the school
- To understand, comply with and promote the Councils Equal Opportunities Policy.
- To uphold and comply with the statutory provisions of the Health and Safety at Work Act and Council Policy and procedures relating to health and safety at work
- This job description is subject to annual review & alterations which may be negotiated to reflect the changing needs of the school.
- To uphold and comply with all General Data Protection Regulation (GDPR) procedures

CHASE LANE PRIMARY SCHOOL - PERSON SPECIFICATION

Administration Assistant

Key Criteria	Essential/ Desirable
Experience <ul style="list-style-type: none"> • Evidence of recent experience in an administrative role • Experience of working in a school environment • Experience and good working knowledge of the SIMS database (or similar) • Word processing skills of approx 55 words per minute 	 E D D E
Knowledge and Skills	
<ul style="list-style-type: none"> • Ability to communicate clearly and effectively, in both written and spoken contexts • Numeracy & literacy skills to GSCE Grade A to C or similar standard. • Good knowledge of school administrative and personnel systems • Skills to use ICT systems and resources effectively and work confidently with appropriate software • Experience of data collation and returns, preferably in a school setting • Ability to manage a variety of competing tasks and meet tight deadlines • Ability to relate well to children and adults • Be a good team player • Ability to maintain strict confidentiality • First aid certificate 	 E E D E D D E E E D
Other <ul style="list-style-type: none"> • A commitment to the Councils Equal Opportunities Policy • Ability to evaluate own development needs and those of others and seek learning opportunities to address these 	 E E