



The Sisters of the Sacred Hearts of Jesus and Mary

Care Philosophy

The underlying principle which fashions the philosophy of care at any place run by the Sisters of the Sacred Hearts of Jesus and Mary is a Christian one. Our aim is to promote a positive, caring environment which focuses upon and addresses the needs of each person in our care or to whom we provide a service.



JOB PROFILE

Department	Administration
Job Title	Administrative Assistant with Annual Review Responsibilities
Reports To	Executive Assistant / Admin Manager
Hours of Work	Hours of Work: 9.00am – 4.00pm Term time only plus 5 additional training days
Job Purpose	To work as part of the administration team supporting the school in achieving its vision and objectives by providing administrative support.

JOB DESCRIPTION

Main Tasks

1. Be responsible for the administration of Curriculum Information, Learning Journey's, Core Skills and Academic Progress Reports relating to all students.
2. Prepare final copies of the above reports for all students and send to parents/carers.
3. Under the direction of the SEN Manager support in the organisation of annual reviews including collation of reports and minute taking. Manage the scheduling of the Annual Reviews, ensure the school diary and stakeholders are informed within the statutory timelines. Arrange remote meetings where necessary
4. Provide administration support to the SEN Manager for prospective students.
5. Ensure meeting venues are booked and prepared in advance.
6. Send out admission packs and create new student files as necessary.
7. Be responsible for archiving the files of students who have left the school.



8. Attend and take minutes at internal school meetings as required. Type up notes and distribute to relevant parties.
9. Be the point of contact for Local Authority and parent transport regarding term dates and confirmation of mileage requests
10. Under the direction of the SEN Manager ensure relevant documentation is completed in line with the SEN Code of Practice.
11. Maintain the student provision map.
12. Communicate with parents, carers and professionals, as appropriate.
13. Ensure class files are up to date and distributed prior to the start of new academic year.
14. Provide administration support for school events such as parents evenings and Christmas performances.
15. Using SIMS to send correspondence to parents and other stakeholders regarding excursions and any other communication in connection with Teaching and Learning
16. Assist with answering phone calls to the school and provide reception cover on a daily basis.
17. Ensure that confidentiality is observed at all times and abide by the data protection act.
18. Undertake general office duties.

Responsibility

19. To carry out routine tasks under the direction of the Executive Assistant / Admin Manager.
20. Meet deadlines and bring appropriate matters to the attention of the Executive Assistant / Admin Manager.
21. Undertake and prioritise duties accurately and efficiently.
22. Bring matters of concern relating to pre-determined deadlines to the attention of the Office Manager.

Decision Making

23. Routine decisions regarding the organisation of own work.
24. When to refer matters to the attention of Executive Assistant / Admin Manager.
25. When matters are confidential or need to be dealt with sensitively – especially when child protection is involved.

General Requirements

26. Carry out duties in line with the school's SEN / Inclusion Policy, Equality Policy and arrangements for Health & Safety at work.
27. Promote and safeguard the welfare of children and young people that you come into contact with.



28. Contribute to the overall ethos, work and aims of the school.
29. Attend and participate in relevant meetings as required.
30. Participate in training and performance development as required.

This job description is not necessarily an exhaustive list of duties but is intended to reflect the range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post holder.

Posts working with children and/or vulnerable adults will be subject to an enhanced DBS. Pield Heath House School is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

We recognise the value and worth of those people who we work with and seek to uphold standards of the highest quality. This is to reinforce the dignity and respect of the individual in an atmosphere which is warm, caring, stimulating, accepting and free from all forms of prejudice and discrimination. This means a true partnership between the organisation, parents/carers and authorities or other stakeholders, which will promote the physical, intellectual, emotional and social development of our young people or others in our care, in order that they may achieve their full potential.

The Post Holder is expected to uphold the Christian ethos of the school.



PERSON SPECIFICATION		
Criteria	Essential	Desirable
<u>Qualifications and Training</u>	<ul style="list-style-type: none"> • Minimum of 5 GCSE's at grade C or above in English & Maths 	
<u>Knowledge and Experience</u>	<ul style="list-style-type: none"> • Experience of minute taking. • Excellent knowledge and proven experience of MS Office • Experience of working as part of a team 	<ul style="list-style-type: none"> • Experience of working in a school • Experience of using the SIMS database
<u>Skills and Abilities</u>	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills • Competent with ICT, including MS Office • Ability to present information in a clear, logical and concise format and be able to communicate this clearly with colleagues, both verbally and in writing • Ability to identify priorities quickly and accurately to ensure that deadlines are met • Ability to work with autonomy within set boundaries • Ability to work under pressure • Highly effective in organisation and planning 	
<u>Personal Attributes</u>	<ul style="list-style-type: none"> • Ability to promote a positive image of the school • Support a culture of mutual respect for each other and the environment • Good customer service / can do attitude • Ability to work collaboratively with a diverse range of professional colleagues • Excellent team player • Self-motivated and able to work unsupervised • Positive and flexible attitude to work • Willing and quick to learn new skills and procedures • Excellent health and attendance record • A commitment to equality and diversity • A good sense of humour 	