



JOHN COLET SCHOOL JOB DESCRIPTION

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| POST: | Senior Administration Assistant |
| GRADE: | Range 3 |
| PATTERN: | 37 hrs/wk, 40 Weeks, 7.15am – 3.15 pm four days a week and 7.15am to 2.45pm on one day or 8am to 4pm four days a week and 8am to 3.30pm one day. 30 minutes unpaid lunch each day. |
| RESPONSIBLE TO: | Chief Financial & Operating Officer |

This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

DUTIES AND RESPONSIBILITIES

The role is to provide administrative support across the school in support of key areas and outputs. The day to day tasks will vary to meet the school's priorities in agreement with the Line Manager but will include the tasks outlined below:

Cover Management

- To organise the cover for staff who will be absent from lessons
- To arrange and keep records of an equitable distribution of cover
- To collate and distribute cover work for absent teaching staff
- To coordinate Cover Supervisor jobs when there is no cover
- To recruit, arrange appropriate personnel checks and deploy supply teachers with the agreement of the Headteacher
- To record absences in staff records and the schools MIS system
- To monitor and liaise with the CFOO and Line Managers with regards to health & attendance procedures.
- To liaise with the Cover Supervisors
- To receive and respond appropriately to feedback from teachers and cover supervisors relating to lessons covered.
- To assist with the booking of CPD courses, raise invoice/purchase orders and manage associated paperwork.

Administrative Support to SEN Department

- To authorise and check timesheets for agency staff
- To manage the school diary re days out, INSET etc to ensure cover can be provided.
- Administrative support to the SEND team as required.
- Correspondence and preparation for Annual Review meetings for students with Education Health Care plans.

- Recording of notes at Annual Review meetings and ensuring accurate recording of discussions held and decisions made. Typing up and circulation of notes within a specified time for students with an EHC plan.
- Organising external visitors to the school including room booking, liaison with relevant school staff and parents.
- Supporting the transition of students from previous settings including liaison with Primary Schools.
- Maintaining records relating to Exam Access Arrangements and preparing paperwork for Exam Access Arrangements.
- Maintaining SEND Register for all year groups/ checking census and making alterations.
- Recording of Reading and Spelling Tests and maintaining records. Administration of the Reading Programme.

Whole School Administrative Support

- Maintaining administrative records and liaising with external suppliers.
- General office duties; answering telephone; dealing with enquiries; liaising with teaching staff; photocopying and filing.
- Maintaining stationery stock, and ordering as needed.
- Preparing and sending Leave of Absence letters to parents/carers.
- Provide support with Admission administration.
- Ensure all administration is handled in the strictest of confidence.
- Adaptable, practical, good organisational skills, endless patience and a sense of humour.
- To provide support to students during periods of contact and help promote a general feeling of well-being within the School.
- To participate in the School's appraisal system.
- To take responsibility for personal and team Health and Safety ensuring that all accidents and near misses are reported
- To undertake other work as directed by your Line Manager

The daily tasks will be agreed and managed with the Line Manager to ensure an appropriate work balance.

This job description will be reviewed and updated in six and twelve months in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

September 2024