

JOB DESCRIPTION

JOB TITLE: EHCP ADMINISTRATOR -
Admin/Organisational Support
Role B (LGA Scale 3)

SECTION: Hill Park School

1. PURPOSE OF JOB

Under the instruction / **guidance** of senior staff, provide **general** administrative support to the school as required.

2. PRINCIPAL ACCOUNTABILITIES

Organisation

- Undertake reception duties as required, answer **general** telephone calls, redirect calls, pass on messages to others as required and deal with face to face enquiries and sign in visitors
- Assist with pupil first aid/welfare duties, look after sick pupils, liaise with parents / staff etc as required
- **Oversee pupils not in class or at the end of the school day as required**

Administration

- Undertake and organise all aspects of EHCP administration
- Provide general clerical / admin support e.g. photocopying, filing, faxing, emailing, completing standard forms and **responding to routine correspondence**
- Maintain manual and electronic records / management information systems
- **Produce lists / information / data as required, e.g. pupil data**
- **Maintain and collate pupil reports**
- **Take notes at meetings**
- Undertake administrative procedures

Resources

- Operate relevant equipment/**ICT packages (e.g. word, excel, databases, spreadsheets, Internet)**
- **Provide general advice and guidance to staff, pupils and others**

Responsibilities

- Be aware of and comply with related policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and equal opportunities for all
- Contribute to the overall ethos / work / aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

PERSON SPECIFICATION

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CRITERIA

ESSENTIAL CRITERIA

Job Related Education and Qualifications and Knowledge

- **NVQ Level 2 or equivalent qualification or experience in relevant discipline**
- **Good knowledge and understanding of relevant ICT packages**
- **Knowledge of relevant policies / codes of practice and awareness of relevant legislation**
- Appropriate knowledge of first aid

Experience

- Demonstrable experience of clerical / administrative work, likely to have been gained **over a period of one year**

Skills & Abilities

- Good literacy skills to undertake a variety of tasks, e.g. maintaining records, **minute taking, maintaining diary(ies) producing a range of correspondence**
- **Good** keyboard / computer skills, e.g. production of reports, correspondence, inputting / updating personnel or financial information
- Able to relate well to children and adults, e.g. dealing with visitors, passing information / messages to other staff
- Able to demonstrate sensitivity and tact
- Able to maintain confidentiality
- Able to work accurately and with attention to detail
- Alertness and concentration, e.g **minute taking and drafting correspondence**
- Able to undertake short term planning, e.g. managing own workload, **ensuring deadlines are met**
- **Able to deal with more complex** queries and know when to refer to more senior staff
- Able to work constructively as part of a team and to understand school roles and responsibilities and own position within these
- **Able to identify own training and development needs and co-operate with means to address them**

Equalities

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.