

Job Description

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| Job Title | Administrator (Woodview) |
| Reporting to | Deputy Head/Business Manager |
| Location | Ingfield Manor School |

Job Overview

To be part of the team providing administrative support to the school, including telephone and front entrance reception

To organise and manage the admissions procedures of students.

To co-ordinate the Annual Review process for all Woodview students throughout the school year in accordance with statutory guidance.

To provide assistance to the Deputy Head in all aspects of administrative support

To further the school's vision and comply with the policies and procedures of the school.

Hours: Monday to Friday, 8:30am – 3.30pm
Term time only (39 weeks) + 10 days during holidays

Job Responsibilities:

To create and maintain records and files for all prospective and current students.

To ensure that all student files and records on the school's Management Information System are complete and up to date.

To manage and organise completed forms from parents.

To co-ordinate the Annual Review and Education Health Care Plan (EHCP) meetings and track the process for all Woodview pupils throughout the school year.

To prepare and circulate relevant documentation in a timely manner; and prepare meeting files with all new reports and relevant paperwork.

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Job Responsibilities:

To arrange meeting rooms ensuring refreshments are available and specific requirements for attendees are met. Circulate invitations (to parents/carers, Social Services, medical professionals, etc) in a timely manner.

To attend and write up minutes of meetings with families and professionals.

To complete all paperwork following Annual Review/Transition Planning Meetings, ensuring all supporting paperwork is included.

To copy and distribute completed Annual Review documentation securely to all relevant parties.

To liaise with Local Authority officers regarding procedures etc. when required, and always ensure the latest versions of documents are used.

To maintain up to date annual review records and EHCPs working with the teachers and the Local Authority SEND team.

To respond to and action referrals.

To create new Student Files and ensure that all student files and records on the school's Management Information System are complete and up to date.

To assist with administration of exams including secure storage and dispatch of examination scripts.

To provide clerical and administrative support including telephone and front entrance reception.

To assist with organising parents' evenings and other meetings and events, including the organisation of rooms, equipment and refreshments as required.

To assist with filing and archiving

To assist with receipt and distribution of goods ordered.

Any other duties as may reasonably be delegated by the Principal

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Our Values

We are **Supportive** by promoting opportunities for everyone so they can reach their full potential

We are very **Ambitious** to provide the best possible outcomes for the people who use our services

We are **Loyal** because we put the people that we support and our staff at the centre of everything we do, and we deliver on our promises. We also are committed to ensuring that our services are meeting the needs of all stakeholders

We are **Unique** because we are ambitious and innovative about the diversity of the services that we provide without compromising quality

We are **Transparent** by being open, honest and fostering a culture of mutual respect. We promote a culture where we learn by our experiences, and we are committed to doing things better and setting the highest standards in what we do

We are **Engaging** because we work in partnership with the people that we support, our staff and all our stakeholders

We encourage everyone to experience a **Meaningful** life by being aspirational and by offering opportunities

The post holder will further Ambito's vision and comply with the policies and procedures of Ambito and the school. This job description will be kept under review to ensure that it remains up to date. The post holder will be consulted about any proposed changes.

Ambito Care and Education are committed to safeguarding and promoting the welfare of children and young people. All offers of employment are subject to rigorous pre-employment checks, including enhanced DBS, in line with our stringent safer recruitment policy.

Successful candidates for all posts will undergo a minimum of 6 months' probation period.

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Knowledge, skills and competency

| Area | Essential | Desirable | Evidence |
|-----------------------------|---|---|-------------------------------------|
| Professional Qualifications | Five GCSEs or equivalent including English and Mathematics at grade C or above. | | Application Certificates |
| Knowledge | Excellent knowledge and experience of Microsoft Office applications including Word, Excel, Outlook, PowerPoint and Teams | Experience of school management and information systems | Application Form Interview |
| Skills | Good oral and written communication skills, including proof-reading. Ability to plan, organise and prioritise to meet deadlines Ability to use own initiative and take action accordingly Excellent attention to detail Able to interact effectively with staff, parents, students and outside agencies | Experience and knowledge of working with process and procedures Ability and desire to develop this role Understanding of data protection and confidentiality Understanding of safeguarding | Application References Interview |
| Experience | Competent in clerical and secretarial working in a confidential environment Demonstrate initiatives, good work plans, and good time management, being able to prioritise, delegate and renegotiate work schedules. | Experience of working in a school setting | Application References |
| Personal Qualities | Commitment to acting with integrity, honesty, loyalty and fairness. Flexible working and ability to multi-task Calm in a crisis and sensitive to others. Team player with a sense of humour | Full support for the aims, values and ethos of the school. Empathy for pupils with high vulnerabilities and their families | Interview |