DYSART SCHOOL
JOB DESCRIPTION

Title : Admin Co-ordinator Grade : E20-E25

Key Areas of responsibility :

- To work as part of the administrative team in supporting the school in attaining its aims and objectives by providing the most effective and efficient admin service to the school.
- To provide a comprehensive, confidential administrative service to the school, supporting the development of pupils.

Responsible to the Business & Operations Manager

Important Internal Relationships include:

Students	Principal	Vice Principal	Assistant Principal
Business & Operations Manager		Heads of Department	Teaching and support staff
Office Staff	Governing Body	OHCAT Staff	Premises Team

Important External Relationships include:

Parents	Local Authority	Community & local schools
Physio Team	Speech & Language Team	School Nurse
Transport provider	Respite & After school care	
Social Services	Psychology Service	

Core tasks :

<u>Education Health Care Plans (EHCPs) & Admissions</u>

- To lead on the overall administration of the EHCP process at Dysart
- To comply with the SEN Code of Practice and the timescales within it.
- To maintain accurate records of appropriate professionals, including email database, to ensure that appropriate emails are sent to support the smooth running of the EHCP process.
- To compile, in conjunction with the Head Teacher, a timetable for meetings for all pupils – considering the various requirements of teaching staff, parents, external professionals and other local authorities.
- To arrange interim meetings as necessary.
- To ensure that 'Settling Reviews' are booked for all new pupils to Dysart during the Autumn term of their first year, or within their first term at Dysart.
- Maintaining an accurate and up to date spreadsheet showing the agreed progress made by all pupils against their EHCP outcomes on a 5-point scale, including those pupils outside of RBK.
- Where time-limited funding has been secured through the EHCP for an individual funding, ensure that a review is set before this funding lapses.
- To distribute dates and monitor the attendance of all invited parties at review meetings.
- To request and collate all contributions to review reports.
- To collate and distribute all documentation within two weeks prior to the meeting.
- To type the summary notes of the meetings and distribute via encrypted email.
- Under SLT direction send letters regarding pupil places to SEN caseworkers and other professionals.

- Assisting with the admissions process including, but not limited to, sending out admission packs to new families of new pupils, arranging visits and liaising with outside agencies and parents.

Secretarial

- To undertake general secretarial duties including typing letters and arranging appointments in liaison with the Head teacher and B&OM.
- As and when necessary complete any PTA related administration tasks as directed by SLT.

Filing

- Organise and maintain a clear and effective filing system.
- To archive records as specified within Records and Retention documentation.

Reception

- To greet visitors at reception in professional and friendly manner in line with the schools ethos and values, providing advice and information when necessary, seeking assistance if needed.
- To be aware of and remain alert to basic security of the building; ensuring that all visitors use the Entry system to sign in and receive the appropriate lanyard in relation to their visit whilst ensuring that confidentiality is maintained in the office area.
- To answer the telephone promptly and politely, taking clear and accurate messages to pass onto the relevant person as soon as practicably possible.
- Ensuring that a tidy, safe and GDPR compliant environment is always maintained.
- To transfer telephone calls promptly and efficiently recording all relating information in the appropriate places.
- To show visitors and prospective parents around the school facilities.

Training can include:

- Attending all whole school INSET days sessions including twilight sessions and other training as requested by SLT.

Miscellaneous can include:

- To regularly check the school's email account on a daily basis; forwarding emails as necessary to the appropriate person including SLT emails to PA.
- To work in an organised and efficient manner, ensuring that all documents are filed.
- To receive deliveries to the school; dating and signing delivery notes.
- Reading and being aware of all details in the School Handbook; to understand and follow the principles set out in The Aims of the School and the Code of Conduct.
- Understanding and working in accordance with OHCAT's Equal Opportunities, Health & Safety, and other relevant policies.
- Undertaking other duties as required by SLT, which are commensurate with the job purpose and grading.
- Covering duties in the absence of the admin assistant.
- Maintaining a professional relationship with other members of the office team.
- Sharing OHCAT's commitment in safeguarding and promoting the welfare of children and young people.
- Always maintaining confidentiality.
- To operate a tidy desk policy with no more than five personal photo's/pictures, quotes, or objects on display.
- As an initial point of contact to visitors to the school, ensure that you maintain a professional

personal appearance that is consistent with the school's ethos and values.

Whole-school responsibilities

- Participate in the performance management process agreed in school.
- To play a full and active part in the life of the school.

Signatures :

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in job requirements which are commensurate with the job title and grade in line with the school's changing needs.

Signed……. Signed ……..
Penny Jelbert (Business Manager)

Date…….. Date……

PERSON SPECIFICATION

Essential	Desirable
Qualifications	
GCSE grade A* – C English and Maths (prior to 2014) Reformed GCSE grading system, grade 9 (highest) to 4 (since 2014) or equivalent	First Aid qualification
Computer literate – must be able to use Microsoft Word, Excel and Email systems.	Attendance on a structured learning programme
Experience/Knowledge	
Knowledge and experience of working in a busy office environment and use of office equipment	Experience of working in a school office
Experience of taking meeting minutes.	
	Demonstrate a strong desire to develop knowledge of the role, learn new skills and take on new challenges.
Skills and abilities	
Ability to work constructively and collaboratively as part of a team	Knowledge of IT packages including MIS systems
Ability to work co-operatively and communicate effectively with a range of people.	
Excellent listening skills and the ability to follow instructions.	
The ability to multi task, well organised, practical and flexible approach and ability to remain calm under pressure.	
Reliable, dependable and willing to 'pitch in' at all times.	Sense of humour.
Additional Factors	
Commitment to promoting and safeguarding the welfare of children.	
Have a caring and positive nature.	
Demonstrate a high level of confidentially.	
Undergo training appropriate to the post.	