

## **Job Description – Administrative Assistant**

<b>Responsible to</b>	Deputy Head Academic and Head of DEL/SENCO
<b>Hours</b>	Four days per week (exact days to be determined as mutually convenient) 8.30am – 5.00pm (one hour unpaid lunch break) Term-time only; except for non-negotiable requirement for the last two weeks in August
<b>Salary</b>	TBA

### **Job Purpose**

To provide administrative support to the Deputy Head Academic (DHA) and the Head of DEL/SENCO.

### **Job Description**

- Complete all letters / booklets / paperwork as requested by the DHA and Head of DEL/SENCO.
- Manage the DHA's electronic diary (Outlook) and arrange appointments (keeping thorough records).
- Assist the DHA in compiling information for Government and other official returns/external agencies.
- Assist the DHA with the organisation of events, including, but not limited to:
  - i. Senior School (Years 9 to 11) Parents' Evenings
  - ii. Parents' information evenings and Open Mornings
  - iii. GCSE Results Day
  - iv. Sixth Form Exhibition
- Manage the confidential filing system of the DHA and Head of DEL/SENCO to ensure that all correspondence can be retrieved with minimal delay and that all records are kept up-to-date and accurate.
- Liaise with parents to arrange and confirm meetings and other engagements between parents and the DHA and/or Head of DEL/SENCO.
- Assist with the preparation of curriculum documents; such as the GCSE Options Booklet, GCSE Course planning process and assist with the administration of option choices.
- Filing and upkeep of confidential pupil files.
- All administrative and clerical duties needed to support the Head of DEL/SENCO.
- Ensuring all EHCP Annual Review paperwork is carried out and submitted on time. Attend and take minutes at Annual Reviews.
- Attend and take minutes at departmental meetings.
- Update the SEN register and other records.
- Assist with timetabling of exam support, liaise with readers and scribes.
- Assist with EAA paperwork to ensure all deadlines are met.
- Assist with ordering of books, testing materials and equipment needed for the DEL department.
- Manage up-to-date record keeping.

### **Job Specification**

- Competent with the use of Microsoft Office
- Competent in the use of SIMS (School Management Information System) – training will be provided, if needed
- Friendly, open and welcoming manner with all stakeholders
- Ability to act with tact and diplomacy
- Ability to deal with situations of a sensitive nature
- Much of the work is of a confidential nature and the post holder must, at all times, be aware of this and maintain this confidentiality
- Ability to work under pressure at key times
- Ability to prioritise effectively
- Effective team player and ability to work on their own
- Must pay attention to detail
- Patience and understanding are essential
- The post holder must participate in staff training, as necessary, and attend all INSET days

### **General Points**

- Actively seek to implement and comply with the School's Safeguarding policies and procedures and to demonstrate a commitment to the safety and welfare of children.
- Actively seek to implement Ballard's Health & Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
- To undertake any other duties that may reasonably be requested for the smooth running of the school.

### **Revision of Job Description**

According to the development and requirement of the School, Job Description may need to be reviewed and updated periodically after consultation with the post holder.

Andrew McCleave, Headmaster  
December 2020