

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Clerical Assistant For SENCO</b>
<b>Grade:</b>	<b>4</b>
<b>Salary:</b>	<b>SCP 13 – SCP 16</b>
<b>Conditions of Service:</b>	<b>Support Staff Contract of Employment</b>
<b>Responsible to:</b>	<b>Principal</b>

### **Statement of Purpose**

Under the guidance of the SENCO, to be responsible for undertaking administrative and organisational processes within the school.

### **Support to Pupils, Parents and the Community**

Deal with complex reception/visitor etc. matters.

Liaising with parents/carers and external agencies to set up review meetings.

Assist with reception duties when required

### **Support to SENCO**

- To support the work of the special needs department, working independently to provide personal, administrative and organisational support to SENCO.
- Undertake confidential and general typing and word processing for the SENCO.
- Undertake IT based tasks which may include receiving e-mails on behalf of the SENCO and filtering for junk mail.
- Diary management for the SENCO
- To make telephone calls for the SENCO, as requested. Organising and arranging meetings on behalf of the SENCO
  - Organising and arranging meetings.
  - Co-ordinating with attendees.
  - Arranging for room/s.
  - Organising refreshments.
  - Co-ordinating arrivals.
  - Ensuring agenda, minutes and other appropriate documentation is available.

### **Support to other staff**

- Liaising with staff with regard to SEN reviews/parents meetings.

### **Support Organisational Management**

- Develop and maintain effective SEN organisational systems: organising and timetabling of SEN review meetings

- Co-ordinate requirements for the annual reviews of pupils with special needs at the school, gathering together necessary documentation, distributing to all relevant parties, and ensuring completed paperwork is distributed as appropriate on completion of the review.
- Manage computerised record/information systems for special needs department.
- Undertake confidential and general typing and word-processing for the SENCo.
- Operate relevant ICT packages to update the special needs register.
- Maintain clear and efficient documentation relating to all issues arising in this area and file securely.
- Operate office equipment e.g. photocopier, computer.
- Maintain own stationery supply.

**Support to School** (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with 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, support and ensure 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.
- Assist with pupil needs as appropriate during the school day.

**Note**

***The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job.***

### Person Specification

<b>Minimum Criteria for Two Ticks *</b>	<b>Criteria</b>	<b>Measured by</b> APP/I/ASS
	<b>Experience</b> <ul style="list-style-type: none"> <li>• General clerical/administrative/financial work</li> </ul>	APP/I
	<b>Qualifications/Training</b> <ul style="list-style-type: none"> <li>• NVQ 2 Business and Administration or equivalent qualification or experience in relevant discipline.</li> <li>• Good numeracy and literacy skills.</li> </ul>	APP/I
	<b>Knowledge/Skills</b> <ul style="list-style-type: none"> <li>• Effective use of ICT packages.</li> <li>• Ability to use relevant equipment/resources.</li> <li>• Good keyboard skills.</li> <li>• Knowledge or relevant policies/codes of practice and awareness of relevant legislation.</li> <li>• Ability to work constructively as part of a team.</li> <li>• Ability to relate well to children and to adults.</li> <li>• Good organising, planning and prioritising skills.</li> <li>• Methodical with a good attention to detail.</li> </ul>	APP/I
	<b>Behavioural Attributes</b> <ul style="list-style-type: none"> <li>• Customer focused.</li> <li>• Has a professional and respectful approach, which demonstrates support and shows mutual respect.</li> <li>• Can demonstrate active listening skills.</li> <li>• Takes responsibility and accountability.</li> <li>• Committed to the needs of the pupils, parents and other stakeholders.</li> <li>• Demonstrates a positive attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li> <li>• Is committed to the provision and improvement of quality service provision.</li> <li>• Is adaptable to change/embraces and welcomes change.</li> <li>• Is enthusiastic and decisive.</li> <li>• Communicates effectively.</li> <li>• Has the ability to learn from experiences and challenges.</li> </ul>	APP / I

	<ul style="list-style-type: none"> <li>• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</li> </ul>	
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**MEASURED BY KEY:**

APP = Application form      ASS = Assessment activities      I = Formal interview  
 In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Attitudes to the use of authority and maintaining discipline
- The post holder will be required to have an enhanced DBS check



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

**HH      02/02/2021**

Note This job description and person specification conforms to the Shaw Education Trust job evaluation standards and cannot be amended/updated without SET HR approval.