



Stoke Newington School
& Sixth Form

JOB PACK

SEN Administrator

Contents

Job advertisement	pg. 3
Job description	pg. 4

Job advertisement

SEN Administrator

Scale 4

36 hours per week

Monday-Friday 8:30am-4.00pm

Term time only

Salary range £23,628 - £24,927

We require an outstanding and driven individual to provide receptionist and admin support in this excellent and creative school which has 1600 students, over 200 staff and a £12 million turnover.

The School

This is an exciting opportunity to contribute to the development of a successful 11-19 inner-city comprehensive which has had a recent glowing OFSTED report. We are committed to a creative and excellent education for all students. We have a positive reputation in the local area, benefit from parental support, have an award-winning building and a growing sixth form. Most importantly, students and staff share a commitment to the school's success and ethos.

The post:

As the first point of contact for the school, we are looking for someone who has exceptional reception and customer service skills. This post requires someone who is able to multi-task in an extremely busy school office, undertaking a range of administrative tasks and procedures whilst interacting with visitors, parents, staff and pupils.

The successful candidate will need to:

- have proven experience of working in a busy office environment
- demonstrate initiative, adaptability, commitment and a positive attitude.
- demonstrate good listening, oral, literacy, numeracy and computer skills
- be resilient, and reliable, with an understanding and respect for confidentiality
- work effectively as part of a team

Contacting us

If you feel you can make a positive contribution to our school, please apply online via downloading the application form on <https://www.stokenewingtonschool.co.uk/jobs> . Please email complete applications to recruitment@sns.hackney.sch.uk or call on 020 7241 9600 for further information. I look forward to reading your application.

The closing date for receipt of applications is 31 October 2019. Interviews will take place on 4 November 2019.

We are an equal opportunities employer committed to ensuring diversity in our workforce.

As employers we committed to the safeguarding and wellbeing of all students, an enhanced DBS check is a requirement for all staff

Job details

Job title: SEN Administrator - Inclusion

Directorate: Stoke Newington School

Reporting to: Inclusion Leader

Grade: 4 (36 hours – term time only)

Job description

Purpose of the post:

- Under direction and instruction of senior staff: provide routine general clerical. Administrative, financial support to the nominated Faculty.

Main duties and responsibilities:

- To provide an administrative and student support service within the faculty.
- To provide communication support for the Inclusion faculty including phone calls, e-mails and letter typing.

To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager.

General requirements:

Administration:

- Provide routine clerical support e.g. photocopying, filling, faxing, emailing, complete routine forms.
- Maintain manual and computerised records/management information systems.
- Undertake typing, word processing and other IT based tasks
- To order and store supplies and to maintain systems for monitoring faculty expenditure.
- Sort and distribute mail.
- To be the first point of contact for queries from parents and external organisations regarding Inclusion, passing queries on as appropriate.
- To support the Learning Support Assistants timetabling process.
- To be responsible for monitoring and reporting staff absences and monitoring/administering the use of agency staff, including induction and orientation when required.
- To cover for administrative duties of other members of the Inclusion faculty in their absence.
- To arrange training sessions for Inclusion Faculty staff.

Resources:

- Operate office equipment e.g. Photocopier, computer.
- Arrange orderly and secure storage of supplies.
- To be responsible for organisation and storage of equipment and departmental resources, undertaking basic maintenance and repair where possible.
- To look after audio visual resources including transfer from tape to DVD and basic editing (following training).
- To prepare and produce displays in classrooms and designated corridor areas, ensuring that they are updated regularly.
- Undertake routine financial administration e.g. collect and record dinner money.

Student Support

- To assist students within examinations, particularly those on the Code of Practice, including invigilation, reading and scribing.
- To provide support in the organisation of special events and activities within the faculty.
- To accompany faculty trips and fixtures in a supervisory capacity.
- To support management of student movement around the school.

Responsibilities:

- Be aware of and comply with policies and procedures relating to child protection, health, safety, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference 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.
- The post holder must at all times carry out his/her responsibilities with due regard to The Learning Trust's policy, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with The Learning Trust's policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.
