

## THE BEWDLEY SCHOOL

### CURRICULUM & PUPIL SUPPORT ADMINISTRATOR

### JOB DESCRIPTION

Responsible to: SENCO

Salary Scale: Scale 3 SCP5-6  
37 hours Term time only +TED

### JOB PURPOSE

To provide administrative support to SENCO, Assistant SENCO and Heads of Year

### Outline responsibilities and tasks

- Contribute to the planning, development and organisation of support service systems/procedures/policies
- Manage manual and computerised record/information systems
- Analyse and evaluate data/information and produce reports/information/data as required
- Undertake word-processing and complex IT based tasks
- Undertake administration of complex procedures
- Complete and submit complex forms, returns etc., including those to outside agencies
- The organisation and preparation of Annual Reviews and the preparation of EHCP request
- Distributing information to staff/parents/carers, LA and external agencies
- Provide advice and guidance to staff, pupils and others
- Undertake research and obtain information to inform decisions
- Effective communication with parents/carers and pastoral teams
- Assist with the planning, monitoring and evaluation of budget and manage expenditure within an agreed budget
- First Aider at Work

This Job Description may be amended at any time following consultation between the post holder and the Headteacher and will be reviewed annually.

### Other Duties:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the School's Health & Safety Policy.

## **Personal Specification**

### **Qualifications required (essential)**

- NVQ 3 or equivalent qualification or experience in relevant discipline
- Very good numeracy/literacy skills
- The ability to support staff/pupils/respond to parents through fluent and accurately spoken English
- Effective use of ICT and other specialist equipment/resources
- Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation
- Excellent ICT skills
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these
- Minimum of GCSE (grade C) in Maths and English

### **Specific Skills**

- Excellent communication/organizational skills
- Flair for creating efficient and simple systems
- Meticulous attention to detail
- Strong problem-solving capabilities