



## **JOB DESCRIPTION and PERSON SPECIFICATION**

### **ADMINISTRATIVE OFFICER**

Salary Scale: Hay Grade 4

Hours: 16 hours per week (plus overtime potential), Term-time only, Fixed Term maternity cover

Closing date- 9<sup>th</sup> June 2025

Interview date- Week commencing 9<sup>th</sup> June 25

At Hunnyhill, we are looking to appoint a successful candidate to take on the role of administrative officer within our inclusion team.

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#### **ADMINISTRATION OFFICER- JOB DESCRIPTION**

Responsible to: SENCO

#### **Main Purpose of the Job**

Under the guidance of the SENCO, provide general administrative support to the SENCO in an effective and timely way.

#### **General Responsibilities**

- Promote equality as an integral part of a role and treat everyone with fairness and dignity.
- To develop and maintain a generic skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the Council and its formal partnerships as needed.

#### **Specific Responsibilities**

SENCO admin / support duties and responsibilities:

- Carrying out specific assessments with students one-to-one when agreed by SENCO / Inclusion Team
- To feedback to staff members, when appropriate, details from assessments carried out by Inclusion Team
- To make referrals for Autism and ADHD for students when agreed by SENCO / Inclusion Team
- To make NHS referrals for services such as Occupational Therapy and School Nurse for students when agreed by SENCO / Inclusion Team
- Maintaining logs for SEND in school on our own registers and on CPOMs
- Overseeing the inventory of SEND resources available to staff to access, logging resources in use, offering advice where appropriate and ordering suitable products for students as required

- Responding to various email, Dojo and phone enquires, to parents / carers, staff and other external professionals
- Supporting staff in school with the needs of the children in their classes, providing advice, but also supporting with students in-person in times of need
- Maintain both physical and electronic filing systems
- For EHCP annual review meetings,
  - ensure that all invites are sent within the set timeframe
  - populate documents to be shared with staff, parents / carers and other professionals
  - ensure all invitees receive the correct paperwork
  - ensure that TEAMS meetings are created and shared with all invitees
  - ensure that paperwork is received within deadlines to be compiled
  - provide all invitees with EHCP to review and all reports received within the set timeframe
  - support in leading each EHCP review meeting by chairing the meeting alongside the SENCO
- For PEP meetings,
  - ensure that all paperwork is shared with teacher and carers
  - input information received into ASSET ahead of the meeting
  - supply carers with a copy of completed review once complete
  - complete any actions from the meeting, as appropriate
- liaising with external professionals to organise meetings and reviews with students (OT, SLT etc.)
- Log initial concerns shared by teachers and discuss with team at termly triage meetings - carry out any actions assigned
- Log parental concerns, shared by teachers or directly with inclusion team, and discuss at triage meetings - carry out any actions assigned
- Provide teachers with assessments for students and ensure these are returned on time, scored and logged on CPOMs

#### General Inclusion duties:

- Logging physical intervention records accurately - including physical record, electronic record on CPOMs and overview spreadsheet
- Answering the phone and taking messages when needed
- Taking notes in meetings when needed
- Organising meetings, booking meeting space and adding events to the school calendar
- Managing messaging through Class Dojo Inclusion Team account
- Sharing information / flyers through Class Dojo posts

#### **RESPONSIBILITIES**

- Comply with and assist with the development of 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 and support differences and ensure equal opportunities for all.
- Contribute to the overall ethos / work / aims of the school and attend and participate in meetings as required.
- Establish constructive relationships and communicate with other agencies / professionals as required.
- Participate in training and other learning activities and performance development as required.

- Recognise your own strengths and areas of expertise and seek to develop those areas in which you are less confident.
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.
- Work in an orderly and methodical way to ensure all tasks are completed accurately, professionally and on time.
- Promote and ensure the health and safety of pupils, staff, and visitors (in accordance with appropriate health and safety legislation) at all times.

To carry out other duties of a similar nature from time to time as may be required by the Senior Leadership Team

### **Safeguarding**

· Understand and adhere to the school's Child Protection and Safeguarding Policy and the DfE's statutory guidance 'Keeping children safe in education' · Ensure awareness of the statutory obligations the school has towards safeguarding pupils · Be aware of indicators of safeguarding and child protection concerns · Be vigilant as to where absence or poor punctuality could be indicative of safeguarding concerns · Closely monitor the attendance of pupils who are deemed vulnerable or at risk of harm · Collaborate with the DSL to launch and monitor interventions for vulnerable pupils who have low attendance in line with safeguarding obligations · Escalate safeguarding concerns about pupils to the DSL immediately. · Work with the DSL to engage with pupils' families where low attendance is a result of a safeguarding concern. · Understand the limits of confidentiality, e.g. in the case of a safeguarding concern where information must be reported to the DSL or external agencies.

### **Additional duties**

· Liaise with external parties, e.g. the LA and social services, where necessary · Keep up to date with necessary training, e.g. safeguarding training · Maintain strict confidentiality where appropriate.

### **Generic quality statement:**

**The Isle of Wight Council** expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

**Safeguarding** - The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

**Diversity and Equality** - All employees are expected to treat others with dignity and respect.

**Health and Safety** - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

**Data Protection and ICT Security** – All employees are required to ensure that any information or data collected or input into a Council system complies with the standards set out and any associated processes that are specific to an area of work.

Hunnyhill Primary School is an equal opportunities employer and welcomes applications from all sections of the community. The Governors are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share in this commitment. All successful applicants will be required to obtain enhanced DBS clearance.

*This job description is correct as at the date given above. In consultation with the postholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment, the postholder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council's Directorates.*