

Kingswode Hoe School



Job Description

Title of Post:	Admin Assistant
Band:	Band 2
Hours:	20 hours per week (including 30 minutes unpaid lunch break per day)
Responsible to:	Office Manager
Purpose of Job:	To support the smooth running of the school by providing administrative support in the School Office

Duties and Responsibilities:

EHCPs:

- ◆ Co-ordinate the EHCP review process for all pupils in KS2 and KS3
- ◆ Work with Sally Bourne to produce an annual review calendar and issue to relevant form tutors
- ◆ Send out invitations to parents/carers and outside professionals, asking for reports as necessary
- ◆ Support teachers to keep to deadlines for producing the report
- ◆ Ensure draft report is complete and send out to invitees before the meeting
- ◆ Support staff with documentation for the meeting
- ◆ Receive any additions, omissions and corrections after the meeting and produce final report
- ◆ Liaise with Head of School and then send a copy to all relevant professionals including Statutory Assessment, keeping to the required deadline
- ◆ Ensure there is a copy on the pupil's file

Attendance

- ◆ Monitor attendance using SiMs and produce reports for senior staff as required
- ◆ Send letters to parents/carers when requested

Kingswode Hoe School is part of the SEAX multi-academy trust
SEAX Trust company number 07747149

What we plant today, we grow tomorrow...



- ◆ Support receptionist with absence calling
- ◆ Provide admin support for the pupil exclusion process, producing letters when requested in line with school policy
- ◆ Use SiMs to record exclusions and provide reports for senior staff when requested

Administration:

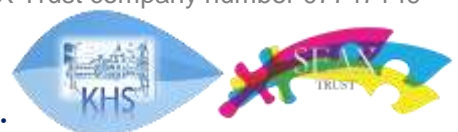
- ◆ Carry out process for Free School Meals application, supporting parents and carers
- ◆ Carry out administration of Music Lesson procedures. Compiling a lesson rota, monitoring payment collection & tuition vouchers in liaison with Essex Music Services (EMS). Liaison with Office Manager.
- ◆ Carry out administration of Breakfast Club, recording and chasing payments, and session attendance, recording on an excel spreadsheet. Liaison with the Office Manager and HLTA breakfast club supervisor.
- ◆ Carry out annual data checks for staff, producing reports from SIMs, distributing & collecting adjusted forms from staff. Updating SIMs accordingly in liaison with Officer Manager or Business Manager as appropriate.
- ◆ To provide uniform purchase support for parents and carers, pupils (Y11 leavers) and staff, enabling online purchases in liaison with Office Manager
- ◆ General admin for pupils and staff including letters to parents, photocopying and filing when required and basic maintenance of the photocopier.
- ◆ To use 'In Touch' for communicating with & sending messages to parents and carers.
- ◆ Distribution of incoming telephone messages to staff promptly and effectively.

General:

- ◆ Participate in the performance and development review process, taking personal responsibility for identification of learning, development and

Kingswode Hoe School is part of the SEAX multi-academy trust
SEAX Trust company number 07747149

What we plant today, we grow tomorrow...



training opportunities in discussion with line manager.

- ◆ Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace

Ensure that all duties and services provided are in accordance with the school's equal opportunities policy

The SEAX Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out appropriate duties within the context of the job, skills and grade

This does not form a contract of employment. Duties may be varied from time to time at the discretion of the Principal.

**E Drake
September 2019**

Kingswode Hoe School is part of the SEAX multi-academy trust
SEAX Trust company number 07747149

What we plant today, we grow tomorrow...

