

<p><b>Role Title:</b> Learning Support Administrator</p> <p><b>Location:</b> The Leys School</p> <p><b>Responsible to:</b> Head of Learning Support</p>
<p><b>This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b></p>
<p><b>Main purpose of the role</b></p> <ul style="list-style-type: none"> <li>To provide administrative support to the Learning Support team.</li> </ul>
<p><b>Main duties and responsibilities</b></p> <p><b><u>Administrative</u></b></p> <ul style="list-style-type: none"> <li>Data entry into exam board websites</li> <li>Recording of information in iSAMS and CPOMS</li> <li>Administration of Data Protection forms and other exam arrangements forms</li> <li>Gathering information for educational assessments of pupils, such as Educational Psychologist and Specialist Teacher assessments</li> <li>Updating and uploading pupil documentation regarding their Special Educational Needs</li> <li>Chasing any outstanding exam arrangement documents</li> <li>Liaising with teachers, parents and pupils to arrange times when pupils attend in-school assessments with an Educational Psychologist</li> </ul> <p><b><u>Secretarial</u></b></p> <ul style="list-style-type: none"> <li>Provide a secretarial service for the Head of Learning Support to include: <ul style="list-style-type: none"> <li>Typing and sending of letters to parents</li> <li>Typing letters to exam boards</li> <li>Diary management for the arrangement of meetings.</li> <li>Booking meeting venues</li> </ul> </li> <li>Take notes during meetings, as required</li> </ul> <p><b><u>Other</u></b></p> <ul style="list-style-type: none"> <li>Any other tasks as reasonably required by the Head of Learning Support</li> </ul>
<p><b>Safeguarding responsibilities</b></p> <ul style="list-style-type: none"> <li>To have read the School’s Child Protection Policy and updates to this policy as required by the School.</li> <li>To adhere at all times to the School’s Child Protection procedures and to undertake responsibility to safeguard pupils.</li> <li>To be aware of and adhere to at all times the School’s Staff Behaviour and Code of Conduct and confidentiality.</li> <li>A duty to report and discuss any concerns about the safety of children and their wellbeing to the Designated Safeguarding Lead (DSL).</li> <li>A duty to report any low-level concerns about colleagues to the Designated Safeguarding Lead (DSL).</li> </ul>

- To be informed and trained to an appropriate level and to complete mandatory safeguarding training as required by the School.

## **General Tasks**

- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.
- To ensure that a safe / secure environment exists for pupils / staff and customers and meet requirements under the Health & Safety at work Act 1974 and C.O.S.H.H.
- To uphold the provisions of data protection legislation, the School's Data Protection Policy, and other related policies.
- Understand and be mindful of the School Acceptable Use Policy and Staff ICT & Social Media Guidelines.
- To adhere to and maintain School Policies and Procedures and work with regard to the ethics of the School.
- To observe / implement all relevant legislative requirements, maintain and update own knowledge as appropriate for the role.
- To work flexibly as necessary to meet the needs of the role and the School.
- To undertake any other reasonable associated request from the Bursar, or other senior member of SMT as appropriate.

Signature:

Date:

**The list of tasks or duties and responsibilities described above is not exhaustive, and the School is entitled to instruct you, at any time, to carry out additional duties or responsibilities, which fall reasonably within the ambit of the job description, or in accordance with operational requirements.**

## Person Specification

<b>Role Title:</b> Learning Support Administrator <b>Location:</b> The Leys School <b>Responsible to:</b> Head of Learning Support			
This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
Person Specification	Essential	Desirable	Method of Assessment
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Minimum of Grade 4 or higher (A* to C) in GCSE English and Maths or equivalent</li> <li>• Evidence of recent ICT capability including Microsoft packages and email</li> </ul>	<ul style="list-style-type: none"> <li>• Computer skills in all Microsoft Office suite including Word, Excel, PowerPoint and Outlook</li> <li>• Enhanced DBS check registered on Update Service</li> </ul>	<ul style="list-style-type: none"> <li>• Production of the applicant's certificates</li> <li>• Discussion at interview</li> <li>• Independent verification of qualifications</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in an administrative or clerical role with the ability to carry out general office tasks.</li> <li>• Experience of working in a customer focused environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an educational or similar environment</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Highly organised and able to work calmly, accurately, and effectively to deadlines.</li> <li>• Ability to plan effectively, prioritise and manage workload.</li> <li>• Excellent interpersonal skills with the ability to effectively communicate verbally and in writing.</li> <li>• Attention to detail.</li> <li>• Discretion and the ability to maintain confidentiality and deal with sensitive information with tact and diplomacy</li> <li>• Reliable and responsible and able to work independently</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to learn new skills quickly.</li> <li>• Willingness to undertake training as appropriate.</li> <li>• Willingness to review current admin processes and suggest improvements and efficiencies</li> <li>• Flexibility and ability to adapt to departmental needs</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>

# THE Leys

<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Commitment to understand and adhere to safeguarding procedures.</li><li>• Commitment to equal opportunities.</li></ul>		<ul style="list-style-type: none"><li>• Contents of the application form</li><li>• Interview</li><li>• Professional references</li></ul>
------------------	--	--	--