

LEARNING TOGETHER

CORNWALL EDUCATION LEARNING TRUST



Clerical Assistant for SEND

Job Description & Person Specification

www.celtrust.org



Location

The job is based at Brannel School, Rectory Road, St Stephen, Saint Austell PL26 7RN.



Our Mission

At Brannel School we want to create and inspire a diverse community of independent thinkers whose academic excellence, global perspective, and strength of character prepare them to make a meaningful difference in the world. What kind of students are we creating?

- *Enterprising Learners* who are creative, innovative and well-placed to enjoy future success.
- *High Performers* who have the ambition, drive and opportunity to 'climb the mountain' to the best universities and professions.
- *Honourable Leaders* with the confidence, integrity and commitment to make a positive contribution to our global community.

Our Values: EXCELLENCE | CREATIVITY | COMMUNITY

About Us

Brannel School is situated in the heart of rural Cornwall's China Clay communities and offers 850 places to students aged 11-16. Our facilities are second to none; the school was completely redesigned and rebuilt in 2011 as a 'School of the Future' at a cost of over £17m. We aim to be a truly outstanding school, delivering the very best educational opportunities, nurturing academic excellence, and fostering ambition in every one of our students.

About this Job

We are seeking to appoint a professional and conscientious individual to undertake a range of administrative duties to support the Special Educational Needs Disabilities (SEND) department to deliver a consistent, high-quality, integrated and seamless service.

The successful candidate will have:

- Be self-motivated and able to work constructively, either alone or as part of a team.
- Be suitable to work with children and young people.
- Have good organisational skills – ability to work to deadlines and methodical approach to work.

We will offer you:

- An energising and supportive working environment with high expectations and standards.
- Students who are just beginning to make life goals; who are enthusiastic to look beyond the narrow confines of rural Cornwall.
- Colleagues who are reflective, committed professionals; who are motivated by challenge and willing to go the extra mile for our students to achieve the very best results.
- A well-resourced school with 21st century teaching and learning facilities.

Cornwall Education Learning Trust

Brannel School is part of the Cornwall Education Learning Trust (CELT). CELT has developed a strong culture of collaboration and best practice, with professional development and career planning at its centre. We invest in our staff with support, coaching, mentoring, and a wide range of top-quality training programmes delivered at every level to senior leadership.

Our people are at the heart of our success. We look for talented individuals who share our vision for creating exceptional places of learning in order to ensure that every CELT pupil has access to the best possible education

Contact Details

If you wish to visit the school in advance of the application submission date, please contact Christine Thomas (School Administrator) on **01726 822485**.

Job Description

Post Title:	SEND Clerical Assistant
Salary/Grade:	E
Hours Per week:	30 hours per week, over 4 or 5 days per week, 41.4 working weeks - Term-time only (38 working weeks) plus INSET days plus 2.4 additional working weeks during school holidays.
Reporting to:	SENDCo
Liaising with:	Students, parents and carers, Headteacher and Senior Leadership Team, SENDCo, School Governors, Student Services team, teachers and school support staff, Multi Academy Trust representatives, Local Authority representatives, external agencies.

Main Purpose of Job

To work within and maintain the school's established administrative systems and procedures, providing administrative, clerical, and financial support and acting as the first point of contact with the public in person and by telephone.

To undertake a range of administrative duties to support the SEND department to deliver a consistent, high quality, integrated and seamless service.

Main SEND Responsibilities

Provide a full and responsive secretarial and administrative support service to include such things as copy typing, producing standard letters, taking telephone messages, email correspondence, making diary appointments and planning for visitors.

- Assist with administration of and processing of testing and access arrangements for examinations. Co-ordinate access arrangements
- Provide administrative support to the team, acting as first point of contact between the head of department, stakeholders, and all external parties
- To coordinate and administer the processing of termly and annual review procedures
- Liaise with outside agencies to arrange meetings and co-ordinate agency timetable to ensure students receive allocated hours on Education, Health and Care plan (EHCP).
- To coordinate administration of IEP's of EHCP and SEN category students and distribute to all relevant parties.

- To coordinate and undertake general administration including arrangements for the identification, assessment, and provision for all SEND pupils.
- Assist with administration of and processing of testing and access arrangements for examinations. Co-ordinate access arrangements
- Maintain manual and computerised records/management information systems and shared resources e.g. SEN register
- To attend and minute meetings relating to student issues, as required take notes at meetings, produce, and circulate minutes as necessary
- Support with the administration of the departmental budget including resourcing the SEND department
- To assist in the implementation of system and procedural changes resulting from new and revised policies and legislation.
- Arrange cover for TA absences

General Responsibilities

- To provide a professional and confidential secretarial and administrative service for the school including word processing of correspondence, reports, publications and other documents as requested, and undertaking photocopying, document collation and filing in accordance with the established systems as required.
- To assist in the maintenance of accurate school records and process data in accordance with the recognised administrative procedures for maintaining up to date records.
- To input new and updated information on to the school's manual and computerised systems for students' records, and to ensure all records are maintained and up-to-date. To ensure the utmost confidentiality with such records.
- To assist in the production of statistical reports, lists and other information relating to students' records as requested by the School Administrator. In addition, ad hoc distribution of research reports and briefings.
- To assist communications between the School, Multi Academy Trust and other relevant external agencies.

Other General Responsibilities

- To attend staff meetings and Trust-based INSET as required.
- The post holder is responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.

- To be aware of and work in accordance with the Trust's child protection policies and procedures, in order to safeguard and promote the welfare of children and young people, and to raise any concerns relating to such procedures that may be noted during the course of duty.
- To remain aware of and work in accordance with all relevant Trust working practices, policies and procedures.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Trust's Equal Opportunities Policy and Code of Conduct, Disciplinary and Grievance Policies and national legislation (including Health and Safety and Data Protection).
- To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and students/pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- To undertake other duties as required and appropriate to the grading of the post.

The above-mentioned duties are neither exclusive nor exhaustive, duties and responsibilities of the post may change as requirements and circumstances change. The post holder may be required to carry out such other duties as requested by management that are broadly within the level of the post

PERSON SPECIFICATION

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job.

Attributes	Essential	Desirable	How Identified
Relevant Experience	<ul style="list-style-type: none"> ➤ Practical experience of clerical and administrative work. ➤ Up-to-date working knowledge and significant experience of using Microsoft Office applications – in particular, Microsoft Outlook, Word, Excel and publisher. 	<ul style="list-style-type: none"> ➤ Clerical and administrative work experience in a school/college environment. ➤ Experienced user of Capita SIMS (School Information Management System). ➤ First Aid at Work certificate holder or willingness to complete the course. ➤ Experience of working within a SEND team or administrative role 	Application Form Interview
Education, Training & Knowledge	<ul style="list-style-type: none"> ➤ Attainment of GCSE grade C or above in English and Maths (or able to demonstrate equivalent numeracy and literacy skills to a level 2 standard of education). ➤ Computer literate with experience of Microsoft Office applications. ➤ Good working knowledge of Capita SIMS (School Information Management System). ➤ Communication – demonstrates a good level of spoken and written skills. ➤ Word Processing and Typing – demonstrates a good level of skills. 	<ul style="list-style-type: none"> ➤ Qualifications in Microsoft Office applications or similar. 	Application Form Interview
Personal Qualities and Skills	<ul style="list-style-type: none"> ➤ Is courteous and professional at all times; has an acceptance of different attitudes and is comfortable with children and young people. ➤ Is an excellent communicator – verbal and written and has strong interpersonal skills. 		Application Form Interview References

	<ul style="list-style-type: none"> ➤ Is highly flexible with a can-do positive attitude, and takes the initiative. ➤ Is honest, reliable and discreet. ➤ Self-motivated and able to work constructively as part of a team. ➤ Ability to work to deadlines and methodical approach to working under pressure. ➤ Open to learning and flexible to changing circumstances. ➤ Has an excellent attendance record. 		
Any Additional Factors	<ul style="list-style-type: none"> ➤ Displays a sound understanding of - and commitment to - the protection and safeguarding of children and young people. ➤ Ability to travel both in and out of County in accordance with the requirements of the post 		Application Form Interview References

Pre-Employment Checks

All offers of employment are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification (check where relevant) and an Enhanced Disclosure and Barring Service (DBS) check.



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