

Job Description

Education and Health Care Plan (EHCP) Administrator and Personal Assistant to the Leadership Team

Purpose of Job:

To coordinate students' Annual Reviews including preparing paperwork, taking minutes and communicating with stakeholders, and to provide administrative support to the Leadership Team.

Functional Links

The EHCP Administrator and PA to the Leadership Team will liaise with staff, pupils, parents, carers, professionals, volunteers and visitors to maintain the high standards of the school.

Reporting Relationships

The EHCP Administrator will report to the EHCP and Admissions Lead.

Duties and Responsibilities:

EHCP Administrator

1. To work both as part of a team or unsupervised, prioritizing own work and meeting deadlines.
2. To organise the timetable for EHCP reviews for the academic year, liaising with the teachers and external parties.
3. To meet deadlines for collating documentation from all parties involved.
4. To notify parents and carers of forthcoming reviews and sending out all documentation within a given time frame.
5. To minute annual reviews scheduled as required in co-ordination with the EHCP and Admissions Lead.
6. To type minutes from annual reviews and distribute to relevant colleagues and external parties.

Personal Assistant to the Leadership Team

1. To answer the telephone and pass on effective messages to staff as required.
2. To write letters and carry out mailing of information using database/mail merge as required.
3. To take minutes of meetings as required.
4. To operate photocopier, franking, lamination and binding equipment.
5. To prepare documents for circulation internally and externally, including, proof reading and formatting.
6. To support the organisation of school events.
7. To use email to communicate with other staff and external stakeholders.
8. To use the phone to communicate with external stakeholders.
9. To access databases to input, retrieve and interpret information on pupils and staff.
10. To maintain detailed logs of conversations with parents/carers and professionals.
11. To maintain a log of all correspondence sent out to pupils/parents/carers.
12. To maintain information in a confidential manner.
13. To demonstrate a commitment to the Safeguarding of Children
14. To promote Equality and Diversity in all contacts.
15. To provide a first point of contact for pupils, staff and visitors.
16. To deal first hand with enquiries in person and by telephone relating to matters connected with the day-to-day running of the school.
17. To carry out all duties in accordance with school policies.
18. To carry out other such similar duties that may be reasonably required by the Leadership Team.