

JOB DESCRIPTION

Job Title: SENhub Administrative Officer (temporary)

Grade: Grade 3 Point 7

Job Location: Sunningdale School

Directorate: Children’s Services

Responsible to: Headteacher, School Office Manager & SENhub Manger

Purpose of Job:

* To provide administrative support in order to meet the needs of the school and its training centre, SENhub.
* Working closely with the School Office, Headteacher and SENhub Manager to provide a broad range of general clerical/admin duties.
* In addition to this, to assist in the smooth, effective and efficient functioning of the school in line with the school's policies and procedures.

# Principal Responsibilities:

* Working in partnership with the Office, Headteacher and SENhub Manager to provide support in development and maintenance efficient administrative systems, relating to the SENhub and wider school.

# Main Duties:

* Fulfilling a range of general tasks of a clerical and administrative nature that assists in the smooth, effective and efficient running of the SENhub and School.
* Act as first point of contact for general queries, via telephone and email.
* Meeting and greeting visitors, ensuring safeguarding procedures are followed.
* Managing the SENhub correspondence: Respond proactively and promptly.
* Maintain and update content of the SENhub website
* Contribute to the creation and circulation of SENhub promotional literature on Social Media platforms
* Analysing and evaluating data/information and producing reports, information/data as required. This may include difficult and sensitive information.
* Keeping up to date manual and computerised records ensuring a high level of accuracy is maintained.
* Contribution to the maintenance of the Single Central Record and assisting in the maintenance of confidential staff records.
* Supporting with school and SENhub financial systems in accordance with Financial Regulations.
* Be committed to achieving the school (SENhub) vision and ethos.
* To work under the direct supervision of the School Office Manager and SENhub Manager.
* Such other responsibilities commensurate to the post.

**General Requirements**

* Attending and participating in training and development courses as required.
* Attending meetings, liaising and communicating with colleagues in the school.
* Being an effective role model for the standards of behaviour expected of pupils.
* Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and local education authority.

**Professional Values and Practice**

* Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
* Treating people consistently with respect and consideration, and being concerned with their development as learners.
* Act in line with the school's policy and procedures.
* Work collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
* Reflecting upon and seeking to improve personal practice.
* Working within school/ SENhub’s policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
* Recognising equal opportunities issues as they arise in the schools and responding effectively, following schools policies and procedures.
* Building and maintaining successful relationships with pupils, parents/carers and staff.

The post holder must carry out any other duties as requested by the Office Manager and Senior Leadership Team.

The post holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Council Policies.

The postholder must comply with the Councils Health and safety rules and regulations and with Health and Safety legislation.

Name of Author: James Waller Date: February 2023