

Do you love children? An all encompassing, varied, interesting and fast paced support role has arisen, working in this successful, well regarded school. All the staff are passionate, dedicated and loyal, and the team are very close-knit and established. As the school is growing it has created new, exciting opportunities.

Polegate School is looking for an enthusiastic, hard working school administrative assistant to join our friendly staff, supportive parents and wonderful children! The job will involve working 5 days a week ideally from 10.00am - 3.30pm within the main school office and supporting our SENCO. Initially starting at 25 hours per week, with the potential to grow in line with school expansion.

Salary Single Status Point 11 £10,527

This position is open to an apprenticeship as well as more experienced candidates.

**Key responsibilities: Supporting SEN**

* Undertake administrative duties in accordance with statutory and school requirements
* Minute, produce and distribute accurate records from meetings
* Produce correspondence and reports with written documents with other sources
* Timetable the allocation of available facilities for various groups, intervention and outside agencies and activing as lead person for contact for all aspects of Inclusion.
* Auditing and collating data on all stages of statutory assessments
* Liaise with outside agencies
* Source training if directed
* Provide pastoral, social and behavioural support for identified pupils as part of the Inclusion team.

**Key responsibilities: Supporting School office**

* First point of contact with general enquiries from parents, carers, pupils and teaching staff
* Oversee the collation and maintenance of pupil/school details both manually and computerised, including responsibility for analysis and evaluation of data/information and production of reports as requested
* Provide personal/administrative and organisational support to other staff in school
* General admin duties including stock take of uniform, ordering uniform where necessary and selling items

In addition, you will have:

* Experience of IT and knowledge of SIMS software used in schools
* Confidence in using Microsoft Office software
* The ability to work on your own initiative as well as part of a team
* Excellent communication and personnel skills
* Experience working in an office environment
* To deal with enquiries, answering telephone and relaying messages to staff and pupils, to screen headteacher from routine enquiries and to arrange appointments.
* To sort incoming mail and despatch outgoing mail.
* To establish and maintain efficient filing, indexing and internal correspondence systems.
* To word-process and produce all school documentation, including drafting correspondence as requested.
* Dealing with visitors, providing hospitality where necessary and referring on to appropriate members of staff when needed. Providing a sympathetic and patient ear to parents contacting the school, providing general information as requested.
* To deal with all confidential matters with tact and discretion.
* To photocopy and reproduce documents as and when required.
* To undertake any training as and when required (SIMS, ParentMail, ParentPay etc…)

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.

The successful applicant's appointment will be subject to satisfactory pre-employment clearances including a Disclosure and Barring Service check.

Closing date 27th June 2018 Midday

Interviews 29th June 2018