



Provision Administrator & PA Job Description

Reports to:	Vice Principal
Location:	Ark All Saints Academy
Start date:	As soon as possible.
Contract:	Maternity Cover
Hours:	21.60hr/week (3 Days a week)
Salary:	£28,998FTE
Working Pattern :	Part -Time

Ark All Saints is a small school made up of 600 scholars. We consider ourselves to be members of a family, who work together to ensure the success of all our children. Our staff team is deeply committed to the new academy's transformation and future, and looking to create a vision for success, a culture of academic achievement and a nurturing environment in which scholars can thrive. A Church of England school whose only admission criteria is on distance; we welcome scholars of all faiths and none and we expect all members of staff to support and uphold the moral ethos of our academy.

The Role:

To provide a high standard of secretarial and administrative support to the Provision, SEN and Safeguarding teams, enabling them to operate in a highly efficient manner, including Personal Administration for the Vice Principal.

Key Responsibilities:

General Duties

- Work flexibly with the SENCo, Safeguarding Manager and Inclusion and Wellbeing Lead to ensure a coherent approach to inclusion takes place within the Academy.
- Contribute to the creation, development, implementation and operation of procedures and processes which allow effective liaison with external agencies.
- Act as the first point of call for the Provision and SEND teams via phone and email and oversee e mails and manage the calendar for the Vice Principal
- Produce correspondence, reports and specialist paperwork
- Photocopying, printing and filing

- Minute taking in meetings and the circulation of minutes to relevant parties
- Make and schedule meetings and appointments
- Input, retrieve and analyse information using the Academy's data systems
- Ensure the safe disposal of confidential paperwork
- Organise rooms for regular outside agency support
- Collate Individual Educational Plans (IEPs) and Provision Maps
- Liaise with feeder schools and other relevant bodies to gather scholar information
- Printing and collation of documents for staff training
- Arrange and assist with relevant meetings as requested, including preparation of materials and minute taking, in order to ensure their timeliness and smooth running including SEN Annual Reviews
- Proof reading and formatting of documentation

Other

To undertake training and development relevant to the post and in line with the academy's priorities.

To undertake any task as directed by the Principal or other member of SLT.

Person specification: Provision Administrator

Qualification Criteria

- Maths and English GCSE at grade C or above
Relevant qualifications in office administration and IT applications desirable.

Knowledge and Experience

- Experience of providing secretarial support to staff at a senior level.
- Experience of minute taking.
- Experience in a safeguarding-related role is desirable.

Personal characteristics

- Genuine passion and a belief in the potential of every scholar.
- Flexible highly organised and able to multi-task and prioritise work to meet deadlines .
- Helpful, approachable and positive nature and ability to stay calm and diplomatic under pressure.
- Able to take ownership of tasks and work with minimal supervision.
- Have exacting standards and a keen eye for detail.
- Keen to learn and further develop own skills.

Specific skills

- Excellent communication skills, both written and oral
- Good IT skills, including the ability to confidently use Word, Excel and outlook.
- The use of IT to analyse data.
- Willingness and ability to learn and operate new IT systems and database.
- Excellent administrative and organisational skills.
- Understand the importance of confidentiality and discretion.
- Ability to prioritise workload and meet deadlines.
- Exercises sound judgment, especially relating to confidentiality and discretion.

Other

- The post holder must be committed to the safeguarding and welfare of all pupils.
- This post is subject to an enhanced Disclosure and Barring Service check.
- Willingness to undertake training.

Ark Schools is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow

a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.