

**Greater Manchester Education Trust  
Levenshulme High School**

**Job Description**

**Student Wellbeing Administrative Officer, Grade 4**

The post holder will report to the Head of the Inclusion Team Faculty and the Lead CP Officer. Apart from other colleagues, the main contacts of the job are the head teacher, teaching staff, other support staff, pupils, parents and carers, governors, LA and outside agencies

**Main Purpose of the job**

- To contribute to the rigorous processes and monitoring of all the activities of the Inclusion team and the Child Protection Team by providing administrative support through efficiently managed systems and coordination of roles across the Administration Team.
- To work collaboratively with all staff and parents / carers in support of student wellbeing. This includes their behaviour, safeguarding and Inclusion.

**Main Duties**

1. To maintain an effective and confidential system for the recording of all child protection matters on CPOMS and through Child Protection files, including supporting transition of Child Protection information.
2. To manage the whole school, SEND recording system on Edukey. To provide regular updates to all relevant staff, parents, carers and external agencies.
3. To liaise with Local Immunisation Teams to organise and schedule (with support from administrative colleagues) in-school student immunisation programmes and school holiday catch-up programmes
4. To ensure that admissions data is inputted accurately within the required time frame and that Child Protection files are kept up to date with all documentation and correspondence filed immediately.
5. To work with Human Resources Manager to keep the Single Central Register up to date with regard to statutory training
6. To support the training of staff in the use of all appropriate electronic and office-based systems relevant to the Inclusion Team.
7. To assist the Head of the Inclusion Team Faculty in the preparation of suitable support packages for students in the integration/reintegration to school, following a managed move or a period of exclusion/absence where appropriate.
8. To produce documents accurately, working to strict deadlines when required.

9. To produce complex and confidential reports.
10. To liaise with parents/carers as appropriate to establish and maintain good relationships to ensure that families of students in need of additional support are kept fully informed of their Child's needs and progress, fostering positive family support and involvement.
11. To take confidential minutes in a range of internal meetings and meetings with external agencies.
12. To liaise with external agencies to co-ordinate meetings.
13. To assist the Inclusion Faculty and Safeguarding Team in the development, implementation and monitoring of procedures/policies and systems as required.
14. To be aware of and abide by financial management regulations.
15. To work as part of a team to support colleagues and contribute to the vision and ethos of the school.
16. To undertake personal development to improve own practice.
17. To assist with student welfare duties including the supervision of students at lunchtime under the agreed system for the school to ensure the safety and welfare of students.
18. To assist with school administrative duties including exam invigilation as part of the agreed system for the school.
19. To arrange the orderly and secure storage of stocks and supplies.
20. To assist in the supervision of students on visits, trips and out of school activities as required.
21. Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and external communications.
22. Participate and actively contribute to improving service standards and promoting a culture of customer care within the school.
23. To undertake first aid training and to be part of the First Aid rota where necessary.

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves unachievable, job redesign will be fully considered.

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**Person Specification**

**Student Wellbeing Administrative Officer, Grade 4**

**For this job we are looking for:**

Knowledge and understanding of electronic and manual filing systems.

Experience of preparing confidential documentation (e.g. for SEND and vulnerable groups of students).

Ability to keep accurate records including files, financial records and ordering supplies.

Ability to work on own initiative and to be proactive.

Effective and persuasive communicator both verbally and in writing, with the ability to write minutes of meetings, draft letters and memos.

Significant experience of working in an administrative support environment.

Demonstrable ability to lead by example and to motivate staff under their supervision.

Demonstrable ability to operate various software packages, e.g. Microsoft Word, Excel, CPOMS and SIMS and information technology systems and equipment.

Good communication skills, for effective interaction with service users, colleagues and members of the public.

Good literacy and numeracy skills to accurately complete and maintain relevant records and produce reports.

Excellent organisational skills, with the ability to plan own workload and those of others.

Willingness to work as part of a team to ensure high quality standards.

Willingness to abide by the Trust's and School's various policies.

Ability to speak a community language (Arabic/Urdu/Somali) would be an advantage but not essential.

## **Personal Style and Behaviour**

Tact and diplomacy in all interpersonal relationships with the public, parents, students and colleagues at work.

Self motivation and personal drive to complete tasks to the required timescales and quality standards.

The flexibility to adapt to changing workloads demands and new school challenges.

Personal commitment to ensure that services are equally accessible and appropriate to meet the diverse needs of the service users.

Personal commitment to continuous self-development.

Personal commitment to continuous service improvement.

Personal commitment to the school's professional standards, including dress code, at all times.

Be willing to consent to apply for an enhanced disclosure to a DBS (Disclosure Barring Service) check.