

## CURRICULUM SUPPORT ADMINISTRATOR JOB DESCRIPTION

|                     |                                  |
|---------------------|----------------------------------|
| Job Title:          | Curriculum Support Administrator |
| Location:           | Endeavour Co-operative Academy   |
| Grade / Allowances: | Scale 6 Pt 13-17                 |
| Contract Type       | Permanent                        |
| Reporting to:       | Headteacher                      |

### DUTIES

To include:

#### **EHCPs/Annual Reviews:**

- Supporting staff through Annual Review meetings, setting timetables; inviting parents and relevant professionals.
- Preparing Annual Review paperwork and relevant documentation for meetings.
- Distributing completed paperwork to the Local Authority.
- Creating new evidence profiles for pupils and managing updates to outcomes from Annual Review paperwork.

#### **Parents evenings and reports:**

- Managing the preparation and distribution of reports to staff.
- Coordinating with staff to create a parents evening schedule and inviting parents to scheduled appointments.
- Proofreading reports before distributing reports to parents.

#### **Educational Visits:**

- Supporting staff in planning and completing risk assessments.
- Communicating with parents regarding trips and residential visits.
- Reporting risk assessments through Evolve.

#### **ICT platforms:**

- Migrating class and pupil information on current and new ICT platforms for the new academic year.
- Supporting classroom staff across the ICT platforms.

#### **Booking system:**

- Managing and maintaining the school booking system.

#### **Managing new pupil files:**

- Creating new One Profile templates for new pupils and distributing them to parents.
- Maintaining the electronic pupil files.

#### **Ad hoc Admin tasks:**

- Answering the phone and taking messages.
- Greeting visitors.
- Updating Arbor when required.
- Assisting the Senior Leadership team in admin tasks.

## SAFEGUARDING

Keys Co-operative Academy Trust (KCAT) is committed to safeguarding and promoting the welfare of children and vulnerable adults, and expects all employees and volunteers to share this commitment.

Keys Co-operative Academy Trust is committed to ensuring all recruitment is undertaken fairly, effectively, safely and in accordance with legislation. The information below provides pre-employment screening guidance for candidates applying to this job at Keys Co-operative Academy Trust.

Pre-Employment Checks appropriate to this Job Profile

- receipt of satisfactory references
- verification of identity
- a satisfactory DBS disclosure if undertaking Regulated Activity
- verification that you not barred from working with Children
- verification that you are not prohibited from teaching
- verification of medical fitness for the particular role
- verification of qualifications and of professional status where required e.g. QTS status
- the production of evidence of the right to work in the UK
- verification of successful completion of/exemption from statutory induction period
- verification that you are not subject to a section 128 direction preventing you from holding a management position within a school
- a declaration that you are not disqualified from working with children by virtue of the Childcare (Disqualification) Regulations 2018 or that you have provided a valid disqualification waiver from Ofsted

## PERSON SPECIFICATION

| Heading                    | Details                                       | Example  |
|----------------------------|---|--|
| Qualification & Experience | Specific qualifications and experience        | Experience of administrative work in a busy school environment<br>Relevant qualification to NVQ Level 3                          |
|                            | Knowledge of relevant policies and procedures | Knowledge of general school policies and procedures  |
|                            | Literacy                                      | Good reading and writing skills  |
|                            | Numeracy                                      | Ability to count and undertake calculations  |
|                            | Technology                                    | Ability to use photocopier<br>Ability to use word processor and basic databases  |
| Communication              | Written                                       | Ability to complete forms, write routine letter  |
|                            | Verbal  | Ability to exchange verbal information clearly with sensitively with children and adults   |
|                            | Languages                                     | Overcome communication barriers with children and adults   |
|                            | Negotiating                                   | Ability to consult with colleagues   |
| Working with children      | Behaviour management                          | Understand and implement the school's Pupil Behaviour and Welfare Policy   |
|                            | SEN   | Understand and support the differences in children and adults and respond appropriately  |
|                            | Curriculum                                    | Understanding of the learning experience provided by the school in relation to the role  |
|                            | Child development                             | Understanding of the way in which children develop in relation to the role   |
|                            | Health & Wellbeing                            | Understand the importance of physical and emotional wellbeing<br><br>Ability to support children who may be unwell               |
| Working with others        | Working with partners                         | Understand the role of others working in and with the school   |
|                            | Relationships                                 | Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults |
|                            | Team Work                                     | Ability to work effectively with other adults in the school<br><br>Ability to work independently                                 |
|                            | Information                                   | Ability to provide timely and accurate information   |

|                  |                                 |   |
|------------------|---------------------------------|---|
| Responsibilities | Organisational skills           | Good organisational skills<br>Ability to work accurately with attention to detail |
|                  | Line management                 | Ability to support the work of others   |
|                  | Time management                 | Ability to manage own time effectively  |
|                  | Creativity                      | Ability to follow instructions  |
| General          | Equalities                      | Demonstrate a commitment to equality  |
|                  | Health & Safety                 | Basic understanding of Health & Safety  |
|                  | Child Protection                | Understand and implement child protection procedures                              |
|                  | Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality                 |
|                  | CPD                             | Be prepared to develop and learn in the role                                      |