



## THE FEDERATION OF HEATHFIELD AND ST FRANCIS

The Federation of Heathfield and St Francis is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure Barring checks along with other relevant employment checks. Our purpose is to enable pupils with Special Educational Needs to maximise their potential in all areas of their development. As a school community we celebrate achievement and always aim for progression.

### **FEDERATION ADMINISTRATIVE ASSISTANT**

This document should be read in conjunction with the Administrative Assistant role profile determined by Hampshire County Council (attached).

#### **Main Purpose of the Role**

To work within a team of highly effective administrators to ensure continuity across the federation at all times.

#### **Main Responsibilities**

- Embrace the federation and schools' vision and values.
- Be vigilant in taking responsibility for safeguarding children and comply with the federation's safeguarding policy.
- Support general administration duties within the federation such as communication with parents/carers and external agencies.
- Provide support for SEN statutory documents – Education Health Care Plans (EHCPs).
- Input and extract pupil information using manual and computer-based systems.
- Apply basic financial payment procedures to handle cash and record financial transactions.
- Along with all administration staff provide reception and hospitality to all visitors to the federation whilst maintaining a discreet and welcoming manner.
- Assist in arrangements for school trips and events.
- Support with managing and updating the schools' websites.
- Work flexibly in order to respond to deadlines and urgent tasks as far as possible within the constraints of time.
- Deal with a variety of information, some of which might be of a highly sensitive nature, with discretion and due regard to confidentiality.
- Alert the Federation Business Manager to any potential risks which may impact on the effective operation of the federation.

#### **GENERAL RESPONSIBILITIES FOR ALL STAFF**

- All staff have a responsibility to work within the federation's Child Protection and Safeguarding Policies. Failure by a member of staff to report actual or reasonably suspected physical, sexual or emotional abuse or neglect of a child may be considered a disciplinary offence.
- All staff have a responsibility to maintain the health and safety of themselves and others within the performance of their duties in accordance with the organisation's health and safety policy and to undertake specific health and safety responsibilities as directed.
- All staff are expected to support a commitment to equality of opportunity.
- All staff are expected to work to the federation's policies and procedures and to act as positive role models for children and young people.

- As employees, all staff may gain knowledge of a highly confidential nature relating to the private affairs, diagnosis and treatment of pupils, information affecting members of the public, matters concerning staff and/or details of items under consideration of the charity. Under no circumstances should such information be divulged or passed to any unauthorised person or persons. This includes holding discussions with colleagues concerning learners in situations where the conversation may be overheard. Breaches of confidentiality will result in disciplinary action, which may involve dismissal.
- All staff are expected to use their utmost endeavours to promote the interests and reputation of the federation and any associated body.

*The post is open to development in such directions as the Executive Headteacher, in consultation with the postholder, may determine in order that its objectives may be achieved.*

*The job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.*

Signed:

Date: May 2023