

## **JOB DESCRIPTION**

### **Office Administrator - SBAP**

**Salary: Grade 3 pt 5 - 7, 4 hours per week**

**Monday mornings preferred, however for the right candidate we can be flexible.**

**Job Purpose:** Under the general direction of the SBAP Strategic Leader, to assist in the provision of efficient and effective clerical and administrative support to the SBAP team.

#### ***Key Responsibilities***

To work to defined standard business processes in performing a wide and varied administrative tasks having due regard to confidentiality and safeguarding.

To create, manage and manipulate information relating to student or staffing information or any other service requirement and this will include producing bespoke and complex reports.

To develop basic systems and processes to meet operational needs and to ensure the high quality of information held – some duties that are carried out are as follows:

- Attend weekly Case Management meetings
  - Take notes of business discussed at the meeting
  - Update list of cases with progress on each case
  - Transfer updates on individual cases to the relevant case log and maintain case file
  - Carry out any admin resulting from the meeting such as:
    - Close cases
    - Chase paperwork
    - Email information to the SBAP group
- Attend SBAP Operational Group meetings
  - Advise SBAP group of deadline for new case referrals
  - Create case files for new cases and collate paperwork
  - Prepare and distribute agenda
  - Write and distribute minutes
  - Maintain list of SBAP partner contacts
- Attend SBAP Strategic meetings
  - Prepare and distribute agenda
  - Write and distribute minutes
- Maintain list of Fixed Term Exclusions

- Maintain Website
  - Ensure content is up to date and that links to websites continue to work
  - Add meeting and training event dates
  - Assess and approve requests for Membership
  - Deal with completed contact forms and requests for information

To provide advice, guidance and support to other SBAP staff as required.

To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the Local Authorities policies and procedures.

To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team.

To attend safeguarding training as required by the Strategic lead and maintain your knowledge and understanding of your responsibility for safeguarding children in this school.

Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

All duties and responsibilities must be carried out with due regard to the school's and Nottinghamshire County Council's Health and Safety Policy. Post holders will be accountable for carrying out all duties and responsibilities with due regard to the school's and Nottinghamshire County Council's Equal Opportunities Policy.