Job Description

This school/college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

|  |  |
| --- | --- |
| **Post** | Clerical Assistant |
| **Grade** |  |
| **Responsible to:** | Head of 6th Form and Special Educational Needs Co Ordinator |

**Purpose Of the Job**

To provide a clerical/administrative service to the Head of 6th form and Special Educational Needs Co Ordinator and support the collection, storage and retrieval of student information.

**Main Objectives**

1. Typing/word processing for Head of 6th Form and Special Educational Needs Co Ordinator.
2. Produce letters to parents of 6th Form Students and Pupils with Special Educational Needs about school activities, student welfare and behaviour, disciplinary matters and general progress.
3. Operate systems for recording, storing, retrieving and analysing information on students in the 6th form and pupils with special educational needs throughout the school.
4. Collate information for reports/statements on pupils with SEN and produce reports for reviews, liaising with relevant bodies as required.
5. Arrange and co-ordinate review meetings on behalf of SENCO.
6. Liaison with UCCA on behalf of 6th form students in order to provide up to date information on entrance qualification requirements and availability of placements.
7. Co-ordinate special projects on behalf of 6th Form Tutor for example career planning events, work placements etc.
8. Maintenance of basic filing and retrieval systems (both manual and computerised), locating, collating, and presenting information as required.
9. Any other duties relevant with the post.

**This job description will be reviewed annually and may be amended according to changing requirements.**