

BLACKFEN SCHOOL FOR GIRLS

Job Description

Job Title: Behaviour Support Administrative Assistant

Responsible to: Assistant Head Teacher

Responsible for: No staff

Grade: Bexley 05 – Spinal Point 051 to 054

**Contract Type: Permanent / 36 hours per week (Monday to Friday)
38 weeks per year (Term Time Only)**

Functional links with: Relevant personnel in the school and students

Job Summary

The Behaviour Support Administrative Assistant will be employed to fulfil clerical and administration duties within the Student Welfare Department – specifically regarding Detentions. This role is based in the Student Welfare Department. Excellent communication, computing and keyboard skills are required along with the ability to work flexibly as part of a team. The position involves dealing with sensitive situations and liaising with relevant staff, students and parents.

Duties and Responsibilities

- Ensure general clerical and administration work is undertaken to process Centralised Detentions.
- Arrange student attendance in Inclusion Room.
- Support Behaviour Mentor with students in Inclusion Room.
- Undertake reprographic work.
- Analysing and evaluating data / information and producing reports, information/data as required.
- Collate pupil reports.
- Manage pupil data and input as required.
- To communicate effectively with parents and carers.
- Undertake any other reasonable task that the head/line manager may request to be carried out.

Person Specifications (Knowledge, Skills and Abilities)

- Knowledge of modern office procedures and methods including office systems and record keeping.
- Knowledge of modern business communication, including style and format of letters, memorandum and minutes.
- Skill to use a personal computer and various software packages (Familiarity with SIMS is desirable).
- Experience of working with young people is desirable.
- Excellent communication skills.
- Excellent organisational skills.

- Ability to establish priorities, work independently, and proceed with objectives under supervision.
- Able to work in different environments across the school site.
- Ability to handle and resolve recurring problems.