

St Wilfrid's Catholic School

'The best for all; the best from all'

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Headteacher: Michael Ferry BEd (Hons) MA NPQH

Diocese of Arundel & Brighton and West Sussex County Council



St Wilfrid's Catholic School Crawley, West Sussex

Administration Assistant for the Learning Support Department

Required for January 2015

25 Hours per Week Term Time Only

£16,231 - £16,969 (pro rata)

We are seeking to appoint an energetic and approachable candidate to fill the role of an Administration Assistant based within our Learning Support Department. The successful candidate should have good Numeracy, Literacy and ICT skills, be self motivated, able to organise their work efficiently and have a good understanding of both Excel and Word. They will need to have good interpersonal skills and the ability to exercise discretion and confidentiality.

An application pack is available to download from the vacancies section of our website, www.stwilfrids.com

Please return completed application to: j.phillips@stwilfrids.com

Closing date: 9 am Wednesday 7 January 2015

Interviews: w/c 12 January

Any successful applicant will be required to undertake a Disclosure check by the Disclosure and Barring Service at an Enhanced level.





St Wilfrid's Catholic School Job Description

Learning Support Administration Assistant Job Description

This job description recognises the requirements of the current Pay and Conditions regulations and reflects policies established by the Governors of St Wilfrid's School.

Job Title:	Learning Support Administration Assistant
Position Level:	Grade 4 £9,110 - £9,745 + Crawley weighting (This is the pro rata salary based on 25 hrs per week)
Line Manager:	SENCO

The successful applicant should be self-motivated and able to organise his/her work efficiently with good interpersonal skills, be able to work under pressure, have a sympathetic nature and the ability to exercise discretion and confidentiality. Knowledge of Microsoft Office is essential.

Main Tasks

- Dealing with all communications concerning the Learning Support Department.
- Collation from a variety of sources of student information.
- Liaison with all members of staff, outside agencies and parents.
- Multi tasking to cover diversity of situations.
- Inputting of data onto computerised system
- Updating student information
- Responsible for producing and updating the Special Educational Needs and Disabilities Register.
- Ordering of relevant test papers, producing mark sheets, inputting test results and producing spreadsheets, reports and graphs in connection with Learning Support testing
- Responsible for keeping a register with regard to access arrangements
- Organising dates for Annual Reviews and inviting all relevant people, taking of minutes during meeting
- To lead on developing new software – Provision Tracker
- To be a key contact during the transition process with Year 6 students
- Other admin tasks as and when required

St Wilfrid's Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

