JOB DESCRIPTION

Post:	Faculty Administrator for Special Educational Needs processes
Responsible to:	Head of Faculty
Pay Band:	2

Job Purpose:

To contribute to the work of the faculty by completing tasks to a consistently high standard. Liaising with Cross College Services to ensure Faculty compliance.

Faculty Administrators will normally work on a set of related activities on a single campus but may at times of peak demand, or when colleagues are absent, be asked to extend their normal range of duties or cover for an absent colleague.

Main Duties:

1.1.1 Overseeing administrative processes associated with Education Health & Care plans including college responses to consultations, organising annual reviews

1.2 Ensuring that effective communications are maintained with local authorities

1.3 Maintaining effective communication with students and parents

1.4 Managing Faculty social media accounts and co-ordinate Faculty O365 site.

1.5 Provide secretarial and administrative support to the Head of Faculty and college SENCO which I sometimes of a confidential nature, as necessary.

1.6 Liaise with a small team of staff to ensure consistent approaches in the delivery of services

1.7 Occasionally assisting in general Faculty administration.

1.8 Co-ordinating interview days relating to vacancies in the Faculty.

1.9 To complete tasks following agreed procedures, to a high standard, and to meet deadlines.

1.10 To prioritise work according to the guidance of the Head and Supervisors working in the area.

1.11 To demonstrate a customer focussed approach at all times.

1.12 Categorising mail and telephone calls and other communication.

The college reserves the right to amend the job description to reflect changes in the duties of the post, commensurate with the grade of the post.

PERSON SPECIFICATION

It is **essential** that the post holder has:

	Essential criteria	How assessed
1	Level 2 qualification or equivalent standard	Application form, interview
2	Level 2 or above in literacy, numeracy and IT.	Test at interview
3	Excellent interpersonal skills with a range of people – students, staff, parents, employers	Application form, interview
4	Evidence of a positive approach to learning and change	Application form, interview
5	The ability to work under pressure and to deadlines	Application form, interview
6	A flexible attitude towards working hours	Application form, interview
7	Good communication skills, both written and oral	Application form, interview
8	Good organisational skills and the ability to work methodically	Application form, interview
9	An ability to work quickly and accurately, following agreed procedures	Application form, interview
10	The ability to use word processor, database and spreadsheet packages	Application form, interview
11	An ability to pay close attention to detail	Application form, interview
12	Experience of dealing with the general public	Application form, interview
13	Evidence of working in a team environment	Application form, interview

It is **desirable** that the post holder has:

	Desirable Criteria	How Assessed
1	Familiarity with a wider range of IT applications	Application form, interview
2	A qualification / experience in a customer focussed environment or is willing to train	Application form, interview
3	Ability to travel between Campuses	Application form, interview