

## TRELOAR TRUST

### JOB DESCRIPTION

**Post:** **STUDENT PROGRESS ADMINISTRATOR**

**Responsible to:** Head of Admissions, Funding and Contracts

#### **Main Responsibilities of Job:**

To provide high quality administrative support to the Student Progress Coordinators; to ensure the effective coordination of data relating to students.

You will be responsible for a 'caseload' of students; preparing and supporting administration for Student Progress Coordinators in preparation for all aspects relating to a student including, internal and external meetings; annual reviews; MDT's and external visitors.

#### **KEY TASKS – for Caseload (and other students if covering an absence)**

- Oversee all preparation and administration relating to annual reviews; including sending internal and external invites; preparing the pre-annual review report and documentation; uploading EHCP outcomes; sending out pre and post review paperwork and ensuring the meetings run professionally, smoothly and efficiently
- Diarise for internal MDT's the meeting schedule for the academic year
- Preparing admin and reports ahead of MDT meetings; including chasing of outstanding actions; Power Bi data; outstanding targets
- Support arrangements of Review of Contract and New Parents meetings;
- Facilitate and coordinate external stakeholder meetings i.e. social worker; including bookings of room, notifying reception
- Support the completion of termly curriculum documents
- Ensure all work experience data is logged and support as required with any preparation and planning
- Provide admin support for future living visits; including booking transport; completing catering requests
- Ensure all information and communication is recorded on the appropriate database; including incidental learning
- Answering the phone, taking messages, and distributing messages
- Filing and maintenance of records
- Maintain and update Consent information; data check of contact information at least termly – ensure consistency between systems (i.e. Nourish and Databridge)
- Ensure accurate Transport information (students getting to and from Treloar)
- Assist with the organisation of events and functions held by the organisation
- High quality report writing, presentation, formatting – to ensure documents are externally ready

#### **Other duties**

- To support the Trust in safeguarding and protecting the welfare of all students.

- To comply with policies and procedures relating to safeguarding, health and safety, equality and diversity, confidentiality and data protection, reporting concerns to an appropriate person.
- To maintain and develop own professional knowledge and awareness.
- To undertake any other such duties or general tasks and hours of work as may reasonably be required and any other responsibilities, which may from time to time, be delegated by your manager.
- A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in the post.
- This job description will be reviewed and amended in the light of changing professional demands.

Treloar Trust  
May 2024

#### PERSON SPECIFICATION –

MINIMUM CRITERIA	DESIRABLE CRITERIA
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Relevant level 3 administrative/IT qualifications or equivalent</li> <li>• Comparative level 2 qualifications in Literacy based and Maths based qualifications</li> <li>• Good general education</li> </ul>	<ul style="list-style-type: none"> <li>• Health and Safety qualification</li> </ul>
<b>Knowledge and Experience</b> <ul style="list-style-type: none"> <li>• Experience of taking minutes</li> <li>• Experience in dealing with local authority and other professionals</li> </ul>	<ul style="list-style-type: none"> <li>• Good Level of knowledge around SEN process</li> <li>• Experience of working in and Educational setting</li> </ul>
<b>Skills and Abilities</b> <ul style="list-style-type: none"> <li>• Effective multi-task management</li> <li>• Microsoft Word, Using e-mail, Excel, Internet use, ability to develop skills around MIS</li> <li>• Very good vocabulary, spelling and grammar</li> <li>• Ability to effectively communicate and liaise with external stakeholders</li> </ul>	

<ul style="list-style-type: none"> <li>• Able to compose letters in highly appropriate style and quality</li> </ul>	
<b>Personal Qualities</b>	
<ul style="list-style-type: none"> <li>• A commitment to promoting and safeguarding the welfare of students</li> <li>• Dependability</li> <li>• Self reliance</li> <li>• <b>Total</b> discretion/Confidentiality</li> <li>• Good self-organisation</li> <li>• Able to deal with people with sensitivity and good humour, at all levels</li> <li>• Able to remain calm under pressure</li> <li>• Tact/Diplomacy</li> <li>• Calm, supportive manner</li> <li>• Motivated and able to take the initiative</li> <li>• Sense of humour</li> </ul>	
<b>Physical Requirements</b>	
<ul style="list-style-type: none"> <li>• General good health</li> <li>• Smart, professional appearance</li> </ul>	
<b>Personal Circumstances</b>	<ul style="list-style-type: none"> <li>• Driving licence</li> <li>• Willingness to work, occasionally, beyond normal office hours.</li> </ul>
<u>TRELOAR TRUST IS COMMITTED</u> <u>TO SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS</u> All successful candidates will be subject to a Disclosure and Barring Service Check along with other relevant employment checks	

BOTH THE JOB DESCRIPTION AND THE PERSON SPECIFICATION ARE SUBJECT TO THE TRUST'S  
EQUAL OPPORTUNITIES POLICY