

## Job Description

Job Title	Administrator (Beaumont Sussex)
Reporting to	Head of Care
Location	Ingfield Manor School

## Job Overview

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To be part of the team providing administrative support, including telephone and front entrance reception

To organise and manage the admissions procedures of students.

To co-ordinate the Annual Review process for all Beaumont College students in accordance with statutory guidance.

To provide assistance to the Head of Care in all aspects of administrative support

To further the college's vision and comply with the policies and procedures of the college.

**Hours** Monday to Friday, 25hrs per week, 11:30am – 16:30pm  
Term time only (39 weeks) + 10 days (50hrs) during holidays

**Salary** £13,630 - £13,980 pa  
(FTE 40hrs/wk, 52wks £24,544 - £24,960). *Dependent upon experience*

## Job Responsibilities:

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- To create and maintain records and files for all prospective and current students.
- To create new Student Files and ensure that all student files and records on the college's Management Information System are complete and up to date.
- To provide support for Annual Review and Education Health Care Plan (EHCP) meetings and track the process for all Beaumont Sussex students throughout the school year.
- To prepare and circulate relevant documentation in a timely manner; and prepare meeting files with all new reports and relevant paperwork.
- To respond to and action referrals.
- To copy and distribute completed Annual Review documentation securely to all relevant parties.

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### Job Responsibilities:

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- To complete all paperwork following Annual Review/Transition Planning Meetings, ensuring all supporting paperwork is included.
- To arrange meeting rooms ensuring refreshments are available and specific requirements for attendees are met. Circulate invitations (to parents/carers, Social Services, medical professionals, etc) in a timely manner.
- To attend and write up minutes of meetings with families and professionals.
- To assist with organising parents' evenings and other meetings and events, including the organisation of rooms, equipment and refreshments as required.
- To manage and organise completed forms from parents.
- To assist with filing and archiving
- To assist with receipt and distribution of goods ordered.

This job description should not be seen as all encompassing, and the post holder will be expected to undertake any other responsibilities appropriate to the post as identified by the company.

The post holder will further Salutem's vision and comply with the policies and procedures of Salutem and the school. This job description will be kept under review to ensure that it remains up to date. The post holder will be consulted about any proposed changes.

Salutem Care and Education are committed to safeguarding and promoting the welfare of children and young people. All offers of employment are subject to rigorous pre-employment checks, including enhanced DBS, in line with our stringent safer recruitment policy.

Successful candidates for all posts will undergo a minimum of 6 months' probation period.

#### **Data Protection:**

All information is stored securely and processed appropriately. Any information supplied by unsuccessful candidates will be destroyed through a confidential waste system after six months from notifying unsuccessful candidates, in accordance with our information and records retention policy.

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### Our Values

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- We are **Supportive** by promoting opportunities for everyone so they can reach their full potential
- We are very **Ambitious** to provide the best possible outcomes for the people who use our services
- We are **Loyal** because we put the people that we support and our staff at the centre of everything we do, and we deliver on our promises. We also are committed to ensuring that our services are meeting the needs of all stakeholders
- We are **Unique** because we are ambitious and innovative about the diversity of the services that we provide without compromising quality
- We are **Transparent** by being open, honest and fostering a culture of mutual respect. We promote a culture where we learn by our experiences, and we are committed to doing things better and setting the highest standards in what we do
- We are **Engaging** because we work in partnership with the people that we support, our staff and all our stakeholders
- We encourage everyone to experience a **Meaningful** life by being aspirational and by offering opportunities

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### Knowledge, skills and competency

Area	Essential	Desirable	Evidence
Professional Qualifications	Five GCSEs or equivalent including English and Mathematics at grade C or above.		Application Certificates
Knowledge	Excellent knowledge and experience of Microsoft Office applications including Word, Excel, Outlook, PowerPoint and Teams	Experience of school or college management and information systems	Application Form Interview
Skills	Good oral and written communication skills, including proof-reading. Ability to plan, organise and prioritise to meet deadlines Ability to use own initiative and take action accordingly Excellent attention to detail Able to interact effectively with staff, parents, students and outside agencies	Experience and knowledge of working with process and procedures Ability and desire to develop this role Understanding of data protection and confidentiality Understanding of safeguarding	Application References Interview
Experience	Competent in clerical and secretarial working in a confidential environment Demonstrate initiatives, good work plans, and good time management, being able to prioritise, delegate and renegotiate work schedules.	Experience of working in a school or college setting	Application References
Personal Qualities	Commitment to acting with integrity, honesty, loyalty and fairness. Flexible working and ability to multi-task Calm in a crisis and sensitive to others. Team player with a sense of humour	Full support for the aims, values and ethos of the college. Empathy for students with high vulnerabilities and their families	Interview

**Closing Date:** 10<sup>th</sup> March 2025

**Interviews:** w/c 17<sup>th</sup> March 2025