

## **JOB DESCRIPTION**

**Job Title:** Administrative Assistant  
**Directorate & Section/Unit:** Worcestershire County Council – Inclusion Support Services

**Salary Grade:** Scale 3

**Reporting to:** Principal Educational Psychologist and Head of Inclusion Support Services

**Management Responsibility for:** None specified

**Purpose of job:** Assist the service to meet its statutory obligations and provide timely and effective services to children, young people, their families and carers providing a range of business support activities.

### **Main Activities & Responsibilities:**

- Undertake a range of administrative activities to enable the Business Support function to support the business needs Inclusion Support Services. The team includes Educational Psychology, Learning Support, Complex Communication/Autism, Sensory Impairment and Early Years Inclusion. This role would primarily be working within the Early Years Inclusion Team supporting the Early Years Inclusion Funding process and Early Years Inclusion Process.
- Progress work activities within specific projects and tasks delegated by the PEP and Head of Inclusion Support Services and Inclusion Support Service Managers to contribute to the effectiveness of the service.
- Collate and present data relating to Early Years Inclusion Funding and the Early Years Inclusion Process.
- Keeping records and data up to date
- Support specific service projects/tasks including the research and collation of information.
- Handle a range of administrative work in support for the service including the drafting and preparation of documents (in Word and Excel), writing minutes, preparing power point presentations, handling enquiries coming into the service, organising meetings, creating surveys and gathering feedback. This specific role will also require processing information through excel, Liquid Logic and the One system.
- Liaise with partner organisations and agencies providing the highest standard of customer care.
- Manage referrals made to the Inclusion Support Services
- To order and create purchase orders for resources and equipment needed by the teams.

### **Generic Accountabilities:**

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities.
- To undertake other such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the job and/or as detailed in the Directorate's Health and Safety Policy.
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equal Opportunities Policy.
- To conform to actively commit to and promote WCF values and standards with both internal and external staff.
- Working with some vulnerable children and SEND teams can, at times, be emotionally challenging for which appropriate support will be provided through management supervision. The post holder must be able to deal with such mental demands.
- To conform with safeguarding policy and procedure

### **Contacts:**

In all contacts the post holder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

Internal: Elected Members, Directors, Heads of Service, Senior Managers, Management Teams, Managers and staff across all Directorates, Project Staff, Governors, Headteachers, Teachers, Support and other school based staff.

External: District & County Councils, Government Agencies & Departments, Healthcare Professionals, PCT, Police, Fire, Probation Service, Educational Settings, Suppliers, Contractors, Service providers, Statutory and Voluntary Organisations, service users, clients, customers, parents and pupils, members of the public, volunteers.

### **Additional Information:**

- The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- Reasonable adjustments will be considered as required by the Equality Act.

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