

Service	Frome Learning Partnership
Section	Child and Family Support Team
Post title	Administrator
Reports to	FLP Chairs, B&V Manager
Salary	Grade 14 - £17,391 - £18,672 pro-rata per annum
Hours	37 hours per week, term-time only plus INSETs (actual salary: £14,761 - £15,848)

Main purpose of the job (*What is the job there for and why is it being done?*)

Frome Learning Partnership is developing a centralised Early Help Team to support its most vulnerable pupils and their families in making positive, sustainable change. The team is based at Frome Town Hall, is managed by our Behaviour and Vulnerability Manager and accepts referrals for support from FLP schools as well as other services who support our young people.

The Partnership carries some statutory functions devolved from the Local Authority relating to exclusions and medical provision for those young people who require it. These are managed by the B&V Manager and through a series of panel meetings.

The Partnership also works as a collaboration between its schools to provide the best possible educational chances for all of its learners and ensure that their journeys through our schools equips them with the skills and resilience they will need in order to become happy and successful adults.

The successful candidate for the role of administrator will work within these teams and play a vital role in supporting them with the day-to-day running of a busy, ever-changing and exciting work environment. They will be responsible for undertaking the administrative and organisational processes, including: data management, liaising with schools and other services, and meeting organisation and minute-taking.

Supporting and annotating multi-agency and leadership meetings, the successful candidate will be expected to take accurate minutes in busy and high-pressure environments. There may also be the expectation to attend meeting in the place of the B&V Manager to represent the Partnership and provide feedback.

The role requires of the successful candidate a flexible and calm approach to a fast-paced and changing work environment, with the ability to assess changing priorities with support from their team. It also requires excellent working knowledge of Microsoft Office and a high level of literacy, numeracy and verbal communication.

The successful candidate will be required to comply with strict data and information sharing policies and maintain the utmost levels of confidence with confidential and sensitive information.

Main responsibilities and duties

To support the work of the Behaviour and Vulnerability Manager and FLP Leadership Team (comprised of the schools' head teachers) with the administration and delivery of support, projects and services undertaken by the Partnership

To perform administrative tasks in a vibrant, busy and dynamic team environment to ensure the best service possible is provided to young people and their families within the Partnership

To liaise directly with support services, volunteers, education providers and managers by in person, by telephone, email and letter

To undertake the organisation of services and provisions offered by the Partnership on a local basis

To arrange and minute team, leadership and multi-agency meetings within the Partnership and its supporting services

To maintain the data streams kept by the Partnership and ensure data is up to date and accurate

To attend meetings on behalf of the Behaviour and Vulnerability Manager, where appropriate and necessary and report back

To be the first point of contact for the Partnership and Child and Family Support Team and respond to or redirect enquiries accordingly

To provide general day-to-day administrative support (e.g. photocopying, filing, emailing, responding to routine correspondence)

To keep and maintain accurate and meaningful electronic records of work undertaken by the Partnership under the umbrella of Data Protection laws

To undertake any other duties relevant to the grade and appropriate to the roll of administrator, as outlined above, to support the changing needs of the Partnership

Facts and figures

Frome Learning Partnership:

- is comprised of 12 first schools, one primary school, two middle schools, one special school, Frome College and the Steiner Academy, including over 4,500 children and young people
- is responsible for the provision of education to those pupils living within Frome and enrolled at a school who are unable for access mainstream education for medical, emotional or behavioural reasons
- carries a statutory function to ensure educational provision for children that are permanently excluded or unable to access mainstream school for medical purposes
- is committed to meeting the needs of all of its children and putting those needs at the front of any plans designed to support them
- employs and manages a team of 11 early help support workers who support children and their families when their needs are becoming complex
- works closely with the Local Authority and other local services and agencies to ensure the needs of its pupils and families are met as fully as possible

This post:

- is to run until 31 August 2019 in the first instance, continuation of this post is subject to funding
- is for 37 hours per week, term-time only plus INSET days, in alignment with term dates set out by Somerset County Council
- will be based at the Partnership's office at Frome Town Hall

- will support the Behaviour and Vulnerability Manager, FLP Chairs and, where necessary, Child and Family Support Team with day-to-day administrative tasks
- will include close working with a number of schools, agencies and professionals in order to provide the best possible education provision for children who are unable to access mainstream education

Physical effort and working conditions

Based in a normal office/school environment, there will be frequent use of computers and VDUs within health and safety guidelines. The post-holder will be required to use computer systems for regular record keeping and correspondence.

The post-holder will work within school environments and as such must adhere to the schools' health and safety and safeguarding policies.

The post-holder will occasionally be required to travel in and around Frome and the surrounding area on a, so must be able and willing to make these journeys. There may also be occasional travel away from the local area for meetings and/or training purposes. If using their car for this purpose, they will be required to provide evidence that they have business insurance on their vehicle.

Problem solving and creativity

The post holder:

- Must be able to build and sustain positive working relationships with team members and Partnership leaders
- Will be highly proficient in the use of IT to support their role
- Will be able to recognise and highlight areas where systems or services may benefit from review or improvement
- Must be well organised and able to demonstrate patience and adaptability in their work and adhere to tight deadlines
- Must be able to communicate clearly and concisely to a range of people with whom they will work
- Will work directly with team members and support services as well as Partnership management and senior leaders
- Must be able to travel around Frome and its outlying villages
- Must be prepared to recognise and ask for support and help when it is needed

Decision making

The post holder:

- Will work with the B&V Manager and Leadership Team to prioritise and streamline services and systems
- Will be able to work independently, when required, and prioritise their workload

- Will develop an understanding of how best to prioritise and minute complex meetings and group conversations
- Will be able to support and challenge colleagues to ensure best practice wherever possible in the delivery and recording of our support services

Contacts and relationships

The post-holder:

- Will work closely with managers, colleagues and other support services
- Will support the effective running and minuting of formal meetings involving multiple services and team members
- Will directly support the B&V Manager in the running and organisation of the CFAS Team and other Partnership work
- Will play an active role in service development and work collaboratively to ensure best practice, wherever possible

Additional information

This post is exempt from the provisions of the Rehabilitation of Offenders Act and will be required to keep an up-to-date Enhanced Disclosure from the Criminal Records Bureau.

This post involves supporting the Partnership and CFAS Team support young people and families with complex social, emotional, behavioural, learning and health needs. As such, the post-holder will be required to obtain the relevant level of safeguarding training from the County Council and must adhere to strict data protection and confidentiality policies.

While often working in collaboration, the post-holder must be able and willing to be self-motivated and manage their time effectively and independently around the needs of the Partnership.

Within this post, there is a requirement to:

- undertake and complete difficult and complex tasks
- show flexibility in working methods and approaches
- quickly build and maintain positive working relationships within the team and Partnership
- quickly make accurate assessments and analyse data
- show creativity and flexibility in order to problem solve
- continue to reflect on good working practice and commit to continued professional development and training to enhance their working practice
- occasionally work additional hours, by agreement and with forewarning, in which case, time off in lieu will be taken

From Learning Partnership and its schools are committed to safeguarding and promoting the welfare of children and young people and their families. All staff working with and supporting them are expected to share a commitment to this.

You will be expected to report any concerns relating to the safeguarding of children and young people and their families in accordance with agreed safeguarding procedures.

If your own conduct in relation to the safeguarding of children and young people and their families gives cause for concern, the appropriate school's agreed child protection procedures will be followed alongside implementation of any appropriate disciplinary procedures.

Agreements

It is agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Post-holder	Signed	Date
Line manager	Signed	Date
Designated senior manager	Signed	Date