**Post Title: Admin Support -** Oasis and Inspirational Futures

**Responsible to:** -

**Responsible for:** Oasis and Inspirational Futures Administration

**Terms:** Grade 3, SCP 4 – 6,12 hours per week, 39 weeks per year

Days/hours to be mutually agreed

# Main Purpose:

Administrative to work under the instruction/guidance of the Oasis and Inspirational Futures Team to support the delivery of robust protocols and reporting systems Trauma and Futures policies and procedures.

This is a key role within the relationship structure of the school.

**General Responsibilities**

All school staff are expected to:

* Work towards and support the school’s strategic vision and the objectives.
* Adhere to school policies and procedures as set out in the staff handbook or other documentation available to all staff
* Support and contribute to the school’s responsibility for safeguarding students
* Work within the school’s health and safety policy to ensure a safe working environment for staff, students and visitors
* Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues

**Specific Responsibility**

#### To provide general administrative support for the Assistant Headteacher; Senior Mental Health Lead &, Inspirational Futures Lead and Team including phone calls, emails, and other communication

* To maintain student Oasis referral files and uphold confidentiality at all times
* Attend Oasis consultations and keep up to date records of students discussed
* To assist with the preparation and distribution of regular Oasis updates
* To collate and administer the Oasis newsletter
* To undertake administrative tasks relating to the monitoring of the implementation of Trauma policy and procedures
* To undertake training as necessary and be willing and enthusiastic in engaging with continuous professional development
* Coordinate careers guidance interviews with our career’s guidance professional
* Coordinate moving into adulthood interviews and careers triage interviews with our futures coordinator
* Help organise, market, and advertise futures events across the school, such as ‘Advice and a Slice’, Insights in Industry and experiences
* Log futures lessons on our Unifrog careers platform
* Log all futures events, such as advice and slice on our Unifrog careers platform
* Assist with organisation of Year 10 mock interviews
* Upload all careers action plans onto our Unifrog careers platform
* Assist Futures Coordinator with careers newsletter
* Maintain Careers library of brochures keeping up to date copies well stocked
* Undertake photocopying, word processing and other clerical/administrative work as required

This job description is intended as a guide only and not as an exhaustive list of duties. The post holder will be asked to carry out tasks that are not specifically detailed on this job description but which are deemed appropriate for the post holder to fulfil, either by the Headteacher or another member of the Senior Leadership Team.

Signed (post holder) Date:

Signed (Headteacher) Date:

**Essential experience, skills and personal qualities**:

* Knowledge/experience of Microsoft Office (Outlook, Word & Excel)
* Excellent communication skills, both oral and written
* Strong attention to detail
* Ability to prioritise
* Ability to multi-task
* Initiative and ability to work without direct supervision
* Flexible, helpful nature and be able to be to deal with visitors and students in a calm and efficient manner
* A team player who is happy to go beyond their own responsibilities to help others at busy times

**Desired experience, while not essential, the following would be an advantage**

* School experience and knowledge of school processes
* Previous experience of SIMS