

**Administrator  
Support Services**

**Start date: TBA**

**20 hours per week – term time only plus 2 days (September INSET)**

**Salary: £8944 - £9123**

Chadsgrove School Support Services provide specialist teaching and therapy services across Worcestershire and beyond, currently supporting over 130 schools. The team is made up of specialist teachers, teaching assistants, therapists, and administrators.

The Service is seeking to appoint a highly motivated, flexible, and hardworking administrator to join our service. This is an excellent opportunity to be part of a very forward thinking, innovative, friendly, and fast paced team, sharing a passion for continually raising standards in service delivery.

The administration department is often the first contact a school will have with our team; therefore, we are looking for someone who has experience of successfully delivering high levels of customer service. As a service we are paperless, so a thorough knowledge of the Microsoft Suite of programmes (Outlook, Word, Excel, Access and SharePoint) and e-file organisation is vital.

The role will involve (but is not limited to):

- Liaison with schools and specialists regarding referrals and assessment dates
- Telephone – making and answering calls, ensuring effective communication with a range of professionals
- Managing online calendars
- Using spreadsheets to log contacts, pupils and finances -
- Creating electronic pupil records and filing referral and assessment information
- Using databases to log equipment loans
- Generating caseload lists
- Producing caseload reports
- Coordinating annual service evaluation questionnaires
- Managing of online booking platform for courses and training
- Possible offsite working as required
- Managing referral information at the weekly referral meeting
- Working as part of a team
- Supporting the service administration manager
- Opportunities to work from home (if appropriate)

**The role has the potential for increased hours to be offered in the future subject to Service requirements.**

For an informal discussion about the role, please contact Mr M Loveday, Head of Service. Please download an application form and email to [schoolsupportservices@worcs.sch.uk](mailto:schoolsupportservices@worcs.sch.uk)

**Telephone:** (01527) 871511

**Service mobile:** 07768024076

**Email:** [schoolsupportservices@chadsgrove.worcs.sch.uk](mailto:schoolsupportservices@chadsgrove.worcs.sch.uk)

**Website:** [https://www.chadsgroveschool.org.uk/web/school\\_support\\_services](https://www.chadsgroveschool.org.uk/web/school_support_services)

**Closing Date: Friday 1<sup>st</sup> July 2022 at 12 noon**

