

Administrator

Start date: TBA

Full Time

Salary: Level 3

Chadsgrove School Support Services 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.

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 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 in the final stages of becoming paperless, therefore a thorough knowledge of the Microsoft Suite of programmes (Outlook, Word, Excel, Access) 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
- Managing online calendars
- Using spreadsheets to log contacts, pupils and finances
- Creating 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
- Providing PA support to the Head of Service
- Managing referral information at the weekly referral meeting
- Working as part of a team
- Supporting the Administration Team Lead

For an informal discussion about the role, please contact Mr M Loveday, Head of Service.

Closing Date: Wednesday 16th December 2020 at 12 noon.





Chadsgrove School Support Services

