

# CHILDREN’S SERVICES

**JOB DESCRIPTION**

**POST TITLE:** Virtual School PEP Co-ordinator

**GRADE:** Band 6

**RESPONSIBLE TO:** Head Teacher of the Virtual Schools

**RESPONSIBLE FOR:** Managing the administration, data and communication of

The Virtual School

## Overall Objectives of the Post

To manage the administration, data and communication of The Virtual School and maintain a range of confidential information systems.

## Key Tasks of the Post

### To support students you will:

* + Update and maintain a range of information systems (inc Liquidlogic & IDEAR).
	+ Ensure resources and equipment are ordered and distributed quickly and efficiently.
	+ Monitor and liaise with partners to ensure that Reception and Year 7 looked after children have a school place.
	+ Collect and collate attendance data via welfare call.

### To support learning/curriculum you will:

* + Update and maintain the LAC tracker on a termly basis.
	+ Update and maintain children with a social worker tracker.
	+ Update and maintain post LAC and adoption tracker.
	+ Maintain up to date records of schools and Designated Teachers.

### To support the school you will:

* + Advise key stakeholders including social workers, foster carers and teachers on LAC procedures.
	+ Encourage joint working and promote the effective use of Personal Education Plans.
	+ Book conferences, training facilities, equipment.
	+ Attend and support meetings, including minute taking, as requested.
	+ Monitor budgets and produce statistical data in a range of formats.
	+ Develop and maintain the school website.

### To support the team you will:

* + Ensure that all queries are dealt with professionally and ensure that the matter is resolved or forwarded to the relevant person.
	+ Develop and maintain efficient and user-friendly administrative and electronic systems (including system housekeeping tasks).
	+ Provide efficient word processing, shorthand and typing facilities.
	+ Co-ordinate the collection of incoming/outgoing correspondence, ensuring urgent matters are promptly referred and dealt with.
	+ Raise orders, invoices and recharges as appropriate using the Oracle system. Maintain, record and distribute daily financial transactions.
	+ Manage the diary of the Virtual Headteacher for looked after children.
	+ Ensure compliance with Health and Safety regulations.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others health and safety.

The above list is not exhaustive and other duties relevant to the post may from time to time be required. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: KK/CL

Date: 23.03.23