



Job Title	Support Assistant to Parent Support Adviser (PSA) and SENCo
Location	Bowhill Primary School
Reporting to (job title)	Senior Administrator
Service/Section/School	Bowhill Primary School
Grade	C

Job Purpose:

The main purpose of the job is to:

Provide administrative and organisational support to the school, and in particular to the Parent Support Advisor (PSA), SENCo and the Head Teacher.

To support the PSA/SENCo with their work with families.

The role and work of the PSA/SENCo Support Assistant involves dealing with sensitive and confidential information regarding pupils. It is essential to maintain the highest level of confidentiality in relation to all school matters.

Bowhill Primary School is committed to safeguarding and promoting the welfare of children. All staff employed at our school must be dedicated to securing the safety and well being of children.

Main duties and responsibilities:

This job description refers to the principal duties and responsibilities of the post. It does not necessarily list in detail all the tasks required to carry out these duties and responsibilities.

School Support

To work alongside the PSA/SENCo supporting their roles in an administrative and practical capacity.

This will include:

- General clerical and administrative tasks, including:

- To follow direction of the PSA/SENCo in ensuring that the school systems and records with regards to safeguarding are kept accurately and up to date.
- To work alongside the PS/SENCo to assist in the delivery of family/parent/carer sessions.
- To respond to and follow up enquiries to and from outside agencies (post, phone calls, emails)
- To book and diarise visitors/outside agencies on behalf of the PSA and SENCo.
- To be responsible for general clerical and administrative tasks including, but not limited to reprographics, records and photocopying, collating of reports and documents, typing and telephones.

Structure chart

