

Job Description and Person Specification

Role: Administrative Support Worker & Driver - Enabler



Job Description

Job Title	Administrative Support Worker & Driver - Enabler
Grade	3
Service	SEMHL Team
Reports to	Team Lead
Location	Cannon Park Annex
Job Evaluation Code	A5888



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role

- To assist the Specialist Teacher in the support to pupils and school-based staff within the area of Social, Emotional, Mental Health & Learning (SEMH & L).
- To drive the specialist teacher to and from a place of residence, currently in the Nuneaton Area, to schools within Coventry.
- To support the Specialist Teacher to access visual information and fulfil an admin role, such as typing reports from dictation.
- To assist the Specialist Teacher in carrying equipment to and from settings, including assessments, laptop, etc.
- To provide support for the specialist teacher to offer schools professional support within the framework of a traded model.
- To carry out duties in accordance with all relevant corporate policies.

Main Duties & Key Accountabilities

- To work with the Specialist Teacher to enable schools to extend and develop their capacity to meet the needs of children with SEN.
- To read and record information as requested by the Specialist Teacher.
- To support the Specialist Teacher to prepare programmes or interventions in liaison with school staff and parents/carers.
- Support the Specialist Teacher to maintain and develop appropriate records and provide reports for schools and the Team Lead, as required.
- Support the Specialist Teacher to promote and support the shared values of continual improvement, accountability and high-quality provision.
- Support the Specialist Teacher to attend in-service training as is required.
- Support the Specialist Teacher to develop and deliver school-based and central INSET.
- Contribute to a positive service ethos in which every individual is treated with dignity and respect and the safety and welfare of children and young people is paramount.
- Attend relevant meetings as required by the Team Lead.
- Support the specialist teacher to undertake key tasks in accordance with Service development through agreement with the Team Lead.
- Any other duties and responsibilities within the range of the salary grade.

A job description can never be fully descriptive or exhaustive. It is expected that you will, within reason, respond to unforeseen circumstances and emergencies as they arise, in a way that is commensurate with your qualifications, experience and seniority.

Key relationships

External Colleagues in schools, children and families	Internal The SEMHL Team
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Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder: N/A
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Person specification

Job Evaluation Code	A5888
Knowledge	
Knowledge of IT packages and systems to support word processing and presentation of documents	
Knowledge of GDPR and data protection	
Skills and Abilities	
Excellent organisational skills	
High level of communication and interpersonal skills, both written and verbal to deal with members of the public and establish rapport with colleagues and team members	
Ability to maintain confidentiality of information	
Ability to be able to support the day-to-day work of a specialist teacher work who is partially sighted, including carrying equipment and assessment materials, writing reports from dictation, supporting with visual aspects of the job, such as reading	
Accuracy and attention to detail	
ICT skills to update and maintain office systems	
Ability to drive, has daily access to a car and relevant business insurance to transport the teacher to and from their home and place of work, mainly schools and settings within the Coventry area.	
Experience	
Of a range of clerical and administrative work	
Of using and maintaining computerised systems	
Of proof-reading and formatting word processed documents.	
Qualifications	
A good standard of English to GCSE A-C / Grade 4 or above equivalent	
Willingness to undertake training and develop knowledge and skills as appropriate.	

Special Requirements

Full driving license.

You must be able to drive and be prepared to transport the teacher to and from their home to different schools across the city. You may need to travel between at least two different locations in a day. Milage can be claimed per Coventry City Council policy.

You will be required to support the Specialist Teacher to complete work within their home, as they work from home in addition to other office/ school settings.

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

Date Created	October 2023	Date Reviewed	
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