RUTLAND COUNTY COUNCIL

Position Title: **Administrator to the Virtual School**

Grade: **G03**

Directorate: **Childrens Services**

Department: **SEND, Inclusion & Learning**

Responsible to: **Head of Virtual School**

Purpose of the Job:

As part of the SEND, Inclusion & Learning Service, the role will contribute to the work of the Virtual School under the DFE extension to duties by carrying out administrative and related duties. The role will additionally support the administration of the wider SEND, Inclusion & Learning Service, with a key focus on supporting children with a social worker and identified vulnerable cohorts.

Main Responsibilities:

1. To provide administrative support to Rutland Virtual School and the SEND, Inclusion & Learning Service under the Virtual Schools extension to duties.

2. To act as a point of contact for Tutor agencies, as and when required booking tuition for Children Looked After and children whose education cannot be met in school.

3. To provide key administration support for key events including termly Designated Teacher Network and the Virtual School annual conference

4. To ensure key systems are implemented and followed when sourcing education or new school places for children with a social worker – liaising closely with social care.

5. To act as an administrative point of contact for Welfare Call online ePEP and attendance platform – notifying them of any significant changes.

6. To support the smooth booking and feedback process for training delivered to Rutland schools and Early Years Settings.

7. To service and minute meetings; prepare agendas and associated papers; take and produce minutes, in particular, for all Safeguarding and associated statutory meetings within appropriate timeframes. To include management and co-ordination of Co-production and Engagement minutes and meetings.

8. To support, where required, managers and staff in their day-to-day duties, including correspondence, arranging meetings and room bookings.

9. To provide administration of licences and penalty notices for SEND services.

10. To provide administration support to the EOTAS panel.

11. To coordinate letter requirements as and when needed (such as EHE appointments, attendance, invitations to PEP meetings, CLA reviews etc).

12. To respect the confidential nature of the work and protect personal information in accordance with data protection regulations and policies in place.

13. To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.

14. Take reasonable care for your health and safety and that of other persons who may be affected by the performance of your duties. Where appropriate you will safeguard the health and safety of all persons and premises under your control and guidance in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Directorate codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

15. This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

Behaviours and outcomes:

To be a role model for the One Council ethos and values.

Respond to pressure and change – flexible and adaptable to sustain performance.

Build and manage relationships, share knowledge and skills to deliver shared goals.

Actively support new initiatives and try different ways of doing things.

Dimensions:

No line management or budget responsibility

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JOB REQUIREMENTS

QUALIFICATIONS/TRAINING/EDUCATION

Essential	Method of Assessment *
Good standard of computer literacy, typing and experience of commonly used applications.	A/T
Good standard of education in English and Mathematics	A/D

Desirable	Method of Assessment *
Microsoft office accreditation.	A/D
GCSE grades C or equivalent.	A/D

EXPERIENCE/KNOWLEDGE

Essential	Method of Assessment *
Proficiency in Microsoft Word, Excel & PowerPoint and Microsoft 365.	A/I/T
Proficiency in use of the internet and email	A/I
Knowledge and experience of filing/reference systems and their management, including electronic	A/I
Experience of data entry / database / system management	A/I

Desirable	Method of Assessment *
Local government experience	A/I
Knowledge and understanding of latest legislation regarding data protection and freedom of information	A/I

SKILLS

Essential	Method of Assessment *
Good interpersonal skills; excellent telephone manner; good oral and written communication	A/I

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Committed team member	A/I
Relate well with people at all levels	A/I
Tact and diplomacy	A/I
Flexible approach to work	A/I
Ability to work under pressure	A/I
Accurate data entry	A/I
Ability to deal with the public	A/I
Highly organised	A/I
Effective minute taking	A/I
Ability to use initiative	A/I
Logical and adaptable	A/I

EQUALITY AND DIVERSITY

Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A/I

OTHER

Essential	Method of Assessment *
Flexible in working patterns to fulfil commitments of the role and team.	A/I
Willingness and ability to visit other sites as and when required.	A/I

NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.

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DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
July 2025	New job	Lee Martin, Head of Virtual School