

## Job Description: Early Years Administrator-Maternity cover

|                             |   |
|-----------------------------|---|
| <b>SALARY:</b>              | £20,200 – £22,246 per annum   |
| <b>HOURS:</b>               | Monday to Friday 8.30am to 5.00pm. Occasionally you may be required to stay later or to work off site, maternity cover until end of July 2021   |
| <b>BENEFITS:</b>            | Employers pension contribution - 3, 4 or 5% matching equivalent employee contribution. Available after 3 months in post.<br>Season ticket or bicycle purchase loan scheme.<br>Childcare voucher scheme. |
| <b>HOLIDAYS:</b>            | 25 days per annum, to be taken during the school/service holidays   |
| <b>REPORTS TO:</b>          | Head of Early Years   |
| <b>LOCATION:</b>            | 18 Blythe Road, Bromley, BR1 3RX. You may also be occasionally required to work at our other sites or in the community  |
| <b>CONTRACT:</b>            | fixed term. 4 <sup>th</sup> January 2021 - 30 <sup>th</sup> July 2021   |
| <b>PROBATIONARY PERIOD:</b> | 3 months  |

---

## JOB SUMMARY

Providing professional, efficient, and effective administrative support to the Early Years' Service and support the work of the Head of Early Years.

---

## About BeyondAutism

BeyondAutism is a registered charity dedicated to launching lives through education and training. Using specialist teaching methods, underpinned by the principles and practice of Applied Behaviour Analysis (ABA) we empower people with autism to live their lives and we work with families to develop their resilience through engagement, communication, and play.

BeyondAutism is a service provider with an ambition to reach beyond London by 2025. In addition to a growing Early Years' service, we have 2 Outstanding Independent Special Schools, BeyondAutism Post-19, Outreach and Training and the nucleus of a Research and Learning Hub.

## The Early Years' Service

Started in 2016 as a pilot project, this service now sees over 35 families a week. The Early Years' Group supports families and empowers parents/carers to be more confident in their own and their child's ability. It is for children aged 15 months up to 5 years.

We offer a flexible approach, with attendance designed to fit around the timetable and goals of each family. Children attend with their parents or carers so that the team can work with them on the child's communication and engagement and adults can learn skills and techniques to apply at home.

We focus on creating positive outcomes in social, emotional, cognitive and speech development – all tailored to the needs of the individual child and family. Our teaching is structured, with multiple learning opportunities embedded in play. Our methodology is underpinned by ABA, with elements of the Early Start Denver Model – evidence-based approaches that individualise teaching techniques around the needs and preferences of each child.

Our dedicated, multidisciplinary team – comprising of a qualified Behaviour Analyst, Speech Language and Communication Needs Teacher and ABA Tutors – enables us to offer parents support in understanding all areas of their child's development.

A new element to our Early Years' provision is the School Readiness Group. This is designed to support the successful transition of young children with autism into mainstream primary school.

Children with autism are four times more likely to be permanently excluded from school than any other child, with 60% of mainstream teachers feeling that they are inadequately prepared to teach children with autism. Our School Readiness Group focuses on reducing barriers to education by upskilling Learning Support Assistants. We empower them to feel more confident with their pupils, provide training to ensure pupils with autism get the best education possible, and focus on promoting positive behaviour to prevent fixed term or permanent exclusions.

Learning Support Assistants will attend the training with their pupil and become skilled in giving enough support to enhance academic progress and develop independence, and in supporting behaviour for learning by using positive reinforcement and the principles of Applied Behaviour Analysis.

## Skills Required

- Ability to work independently, recognising tasks that are priority and complete them pro-actively, think creatively and in a constructive manner
- Communication and people skills: Often being the first person of contact, the Administrator will need to possess excellent communication skills. The image of the service relies heavily on the ability of the Administrator to communicate effectively and sympathetically with a wide variety of people including Parents, Staff and other stakeholders
- Time management skills: the Administrator will need to possess excellent time management and organisational skills to be able to deal with a multitude of tasks and a range of priorities.
- Information Technology skills: the Administrator will need strong IT skills and be competent in the use of most Microsoft Office applications including Outlook, Word and Excel. A working knowledge of PowerPoint and Publisher is essential.
- Problem solving and organisational skills: the Administrator will need to be practical, unflappable and the ability to use their initiative is crucial.

## MAIN DUTIES AND RESPONSIBILITIES

### Supporting service management

- To support the Head of Early Years in the day to day running of the service.
- In addition to essential administration responsibilities, the Administrator will be responsible for keeping in touch with the families on a daily basis.
- The Administrator will be required to take phone calls and manage emails related to the Early Years' Service, answer questions, deal with problems or direct them the Head of Early Years as appropriate. To be able to effectively do this, the Administrator must have a good understanding and knowledge of every aspect of the service and our vision for the future.

## Administration Responsibilities

- Based at the reception desk as a first person of contact, receive and monitor calls, collections/deliveries, escorts/visitors, scanning and filing, answer the door, distribute and mail post, suspend deliveries at the end of term and be responsible for answering telephone queries.
- Run admissions for Early Years Provision, liaise with parents regarding documents, send out and process booking forms and welcome packs.
- Support the Early Years team with reasonable administration tasks. Organise and book trips and workshops.
- Take the responsibility of being a GDPR data controller for the Early Years` Service and monitor the team to make sure they comply with guidelines and requirements.
- Create purchase orders and manage invoices on Xero accurately.
- Manage and keep record of petty cash and contribute to budget tracking
- Liaise regularly with the Health and Safety Officer who does regular checks of equipment and furniture and arrange necessary repairs.
- To coordinate home visits, initial assessment schedules and associated paperwork for Early Years.
- Provide secretarial support to the Head of Early Years.

## Facilities Management

- Book facilities and arrange catering if needed, for training courses and events.
- Liaise with Site Managers regarding general maintenance if necessary.
- Shop, prepare and provide snack for the sessions.

## Working with Parents

- Liaise with parents and pass parent enquires to the Head of Early Years
- Monitor and respond to new enquiries.
- Issue annual consent and record forms, and other general information, forms, and memos
- Draft letters to parents as directed
- Ensure records are kept up to date.

## General Responsibilities

- To understand, adhere to and actively implement all the policies and procedures of the Early Years` Service.
- To operate and comply with the provisions of the Data Protection Act 1998 and relevant BeyondAutism policies during the course of undertaking the role.
- To safeguard children at all times.
- To undertake training as required.
- To undertake additional tasks as directed by the Head of Outreach.
- Prioritise the security, safety and wellbeing of children and parents at all times during the sessions, and out in the community reporting any concerns in accordance with the Safeguarding and Child Protection Policy
- To ensure the dignity of the children is upheld at all times

## Other Duties and Responsibilities

- To participate in staff training as required.
- To participate in Continuing Professional Development with particular reference to autism and behaviour analysis.
- To attend team and staff meetings.

- To undertake any other duties consistent with this role as reasonably directed by the Head of Early Years.

### Additional Training Provided

Over and above general on-the-job training the successful applicant will also be required to train for the following key roles and areas of responsibility:

- ABA in-house basic training
- First Aid Officer
- Fire Officer
- Safeguarding training