



<b>Job title:</b>	<b>SENDIASS &amp; Admin Assistant (SAA)</b>
<b>Service:</b>	Special Educational Needs and/or Disability Information Advice Support Service (SENDIASS)
<b>Location:</b>	Wakefield Early Support Advice Information and Liaison (WESAIL) Office
<b>Hours:</b>	15 hours per week (part-time)
<b>Salary:</b>	£22,011 FTE per annum (£8,923.38 per annum for part-time, 15 hours per week)
<b>Contract type:</b>	Permanent

**Do you have a passion for supporting others? Are you interested in a role where each week is different? Then we might be the team for you!**

### **Who we are**

Family Action is a registered charity, building stronger families since 1869. Today we work with more than 60,000 families in over 200 community-based services, as well as supporting thousands more through national programmes and grants. We transform lives by providing practical, emotional and financial support to those who are experiencing poverty, disadvantage and social isolation.

### **Why join us?**

Wakefield Early Support, Advice, Information and Liaison (WESAIL) is a free, confidential and impartial service that is predominantly delivered virtually. WESAIL helps our service users to empower themselves through the provision of information, advice, support and signposting according to need. WESAIL offers information covering a range of Special Educational Needs and/or Disabilities (SEND) matters including education, health, social care, and leisure. We share information and events on the Local Offer, our Facebook page and through the Information Network. WESAIL is provided by the Charity Family Action.

This is an exciting opportunity for a well organised and adaptive individual to join us to help support the day-to-day operations of the SENDIASS element of the WESAIL service. You will be confident working virtually and will also work alongside our Local Offer Lead. There is a real opportunity to assist the provision of information to professionals and families across the Wakefield district who have children with SEND.

Please note this role rarely involves direct work with children and young people.

### **Main Responsibilities:**

- Assist the Service Manager and Senior SENDIASS Officer as required to ensure duty enquiries receive a first response within contractual timeframes
- Maintaining accurate records on the Inform case recording system
- Helping to create communications such as newsletters, website pages and social media posts.
- Contacting settings on behalf of SENDIASS Officers

### **Main Requirements (for details check the job description and person specification):**

- Able to operate efficiently under pressure; to make decisions about support needs and have the confidence to seek advice when necessary



- Demonstrate ability to communicate clearly and professionally through a variety of mediums with parents, children, professionals. Excellent verbal, listening and recording skills including excellent IT skills, familiar with office 365 applications.
- Solid experience and understanding of working in collaboration with others in a team setting as well as self- motivation & enthusiasm to work independently
- Willing to complete specific SEND legal training, i.e. IPSEA Levels 1

#### **Benefits:**

- An annual paid leave entitlement that commences at 25 working days, rising each April by one day, subject to a maximum of 30 working days plus bank holidays (pro-rata)
- Up to 6% matched-pension contributions
- Flexible working arrangements and new starters have the right to make flexible working requests from day one of employment
- Enhanced paid sick leave and paid family leave provisions
- Eye care and winter flu jabs vouchers
- Cycle to work scheme
- Investing in your professional development with ongoing quality training and career development opportunities

#### **Our commitment to Equality, Diversity & Inclusion:**

We are committed to Equality, Diversity & Inclusion in all that we do and welcome applications from all sections of the community / particularly welcome applications from Black, Asian and minority ethnic candidates, LGBTQ+ candidates and candidates with disabilities because we are committed to increasing the representation of these groups at Family Action. We know that greater diversity will lead to even greater results for families and children and strive for our workforce to be truly representative of the diverse communities we support. We offer a guaranteed interview scheme for disabled applicants and will reimburse any reasonable travel costs associated with attending an interview.

We are forward looking, ambitious and committed to continuous improvement. We are a **people focused, can-do** organisation, which strives for **excellence** in all we do and operates with **mutual respect**.

#### **Next steps:**

- **To apply:** fill out the [Application Form](#) and email it to: [completed.application4@family-action.org.uk](mailto:completed.application4@family-action.org.uk)
- **To learn more about Family Action:** check out our [Recruitment Pack](#)
- **To learn more about Family Action's terms & conditions:** check out the [Summary Terms & Conditions of Employment](#)
- **To help us fulfil our commitment to encouraging diversity and promoting equal opportunities:** fill out our anonymous [Equality & Diversity Monitoring Information survey](#)

**Closing Date:** Thursday 13th June 2024 at 8.00 am

**Interview Date:** Virtually on **Tuesday 2<sup>nd</sup> July 2024**, with slots throughout the working day available.



For direct queries or if you would like to discuss any aspect of the selection process or flexible working requests, please email: [usha.gough@family-action.org.uk](mailto:usha.gough@family-action.org.uk)

Appointments are subject to satisfactory Safer Recruitment checks, including a Disclosure and Barring Service (DBS) check where appropriate to the role.

**ID: 1201**