**Administration and EHCP Review Officer**

**Beckmead School**

**Job Description/Person Specification**

**JOB DESCRIPTION**

**LONDON BOROUGH OF CROYDON**

**Post: Administration & EHCP Review Officer**

**Salary: NJC Pay Scale, Outer London,**

**Responsible To: People & Places Manager, Deputy Executive Head Teacher**

**Site: Beckmead School, Monks Orchard Road**

**Responsible for: Co-ordination and creation of annual reviews of Education, Health and Care Plans for Beckmead School. General office administration**

**Role Purpose:**

**The Admin & EHCP Review Officer is responsible for:-**

Under the instruction/guidance of senior staff: provide coordination and administrative support to staff to ensure the smooth scheduling of annual reviews and completion in line with statutory time lines. The role will include scheduling, communication with relevant staff, parents/carers and agencies. Under the guidance of senior staff: be responsible for undertaking administrative, minor financial and organisational processes within the school.

Ensuring completed paperwork is sent within statutory timescales to the SEN Department at the Local Authority.

Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties as may be necessary from time to time.

**Commitment to Diversity:**

As a member of the Beckmead Team take individual and collective professional responsibility for championing the council's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also commit to continually developing personal understanding of diversity.

**Key External Contacts:**

* Social Care
* Parents/carers
* Speech and Language Therapists
* EPS
* Croydon Council SEN Department
* Transport service

**Key Internal Contacts:**

* Deputy Executive Head Teacher
* People & Places Manager
* Heads of School
* Teaching staff
* Business Support Team including finance

**Key Areas for Decision Making:**

* Scheduling of all reviews.
* Produce final EHCP Reviews for SEN Department including sensitive and complex information that these are legal documents that may be relied upon in formal legal settings. Scheduling of all statutory reviews and meeting statutory deadlines.
* Contact with relevant people including agencies and parents/carers.
* Monitoring implementation and completion of reviews.
* Transport
* Response to parents regarding urgency of calls
* Front of house safeguarding

**Other Considerations:**

* Appointment subject to completion of successful enhanced DBS check

**Key Elements:**

**Organisation**

* Organising schedules for all annual reviews, ensuring appropriate times and attendance by relevant participants.
* Communicate with all relevant staff in the coordination of annual reviews.
* Communicate with all families/carers as appropriate in coordinating the reviews and ensure their attendance as far as possible.
* Communicate with external agencies in particular EPS and the post 16 SEN Adviser.
* Deal with complex reception/visitor etc. matters.
* Assist with the planning, development and organisation of support service systems/procedures/policies.

**Administration**

* Provide general clerical/admin. Support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence, sending and receiving post, signing visitors in and out and receiving of schoolwide phone calls.
* Develop and maintain computerised records/management information systems relating to annual reviews, SEN statements and EHCPs and contact details.
* Produce lists/information/data as required e.g. pupils’ data.
* Undertake typing and word-processing and other IT based tasks.
* Take notes at meetings.
* Undertake administrative procedures.
* Maintain and collate pupil reports and records held within school.
* Evaluate and produce attendance data/information for EHCP reviews as required.
* Provide personal, administrative and organisational support to other staff, notably teaching staff involved with EHCPs but also other admin staff and especially the People & Places Manager.
* Complete and submit annual reviews returns, pupil views and admin ordering to set deadlines.
* Ensure smooth administration of public examinations as required

**Resources**

* Maintain food stock and supplies, cataloguing and distributing as required.
* Provide general advice and guidance to staff, pupils and others.
* Operate relevant equipment/complex ICT packages.
* Manage uniform within the school.
* Undertake research and obtain information to inform decisions.
* Assist with procurement ensuring Best Value/ follow financial procedures to ensure auditable processes (e.g. ordering within set budgets for multiple sites)
* Assist with marketing and promotion of the school.
* Undertake financial administration procedures including dinner money reconciliations and uniform as well as procurement responsibilities.
* Manage expenditure within an agreed budget.

**Responsibilities**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of and support difference and ensure equal opportunities for all.
* Contribute to the overall ethos/work/aims of the school.
* Appreciate and support the role of other professionals.
* Attend and participate in relevant meetings as required.
* Minute EHCP meetings and provide accurate information to all stakeholders including external agencies.
* Participate in training and other learning activities and performance development as required.
* Establish constructive relationships and communicate with other agencies/professionals.
* Recognise own strengths and areas of expertise and use these to advise and support others.
* Produce and manage complex EHCP information remembering that these are legal documents that may be relied upon in formal legal settings.

**Green Statement**

Seek opportunities for contributing to sustainable development of the borough, in accordance with the council’s Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.

**Data Protection**

* Be aware of responsibilities under the Data Protection Act 1998 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.
* Maintain client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.

**Confidentiality**

Treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees’ access to and use of the council’s databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

**Equalities**

The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

**Customer Care**

Able to demonstrate a commitment to the Council’s Customer Care Policy.

**Health and Safety**

Be responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

**To contribute as an effective and collaborative member of the School Team**

* Participate in training to be able to demonstrate competence.
* Participate in first aid training as required.
* Participating in the ongoing development, implementation and monitoring of the admin team goals.
* Championing the professional integrity of the School Service.
* Supporting Customer Focus, Best Value and electronic management of processes.
* Actively sharing feedback on School policies and interventions

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**Qualifications**

* NVQ 3 or equivalent qualification or experience in relevant discipline.
* Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation.

**Essential Knowledge**

* Knowledge of the SEN Code of Practice
* Knowledge of annual review process for education, health and care plans.

**Essential Skills and Abilities**

* Very good numeracy/literacy skills.
* Effective use of ICT and other specialist equipment/resources
* Very good ICT skills.
* Ability to relate well to children and adults.
* Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.
* Ability to self-evaluate learning needs and actively seek learning opportunities.

**Essential Experience**

* Experience of development, management and operation of administrative systems.

**Special Conditions**

* Willingness to undertake Physical Intervention and to access relevant training in this area is mandatory for all staff
* Enhanced DBS Check
* Exposure to information about pupils with traumatic conditions or who have difficult and demanding behavioural problems will require the post holder to cope with some levels of emotional stress