



## Job description

JOB TITLE:	SEND Administrator
SALARY CODE:	Clapton Support Staff Range, Scale 6 points 18-22
RESPONSIBLE TO:	Assistant Headteacher- SENDCo
HOURS OF WORK:	<p>This post is term time only. You will be expected to work the following hours:</p> <ul style="list-style-type: none"> <li>Monday: 8:30am- 4:15pm</li> <li>Tuesday: 8:30am- 4:00pm</li> <li>Wednesday: 8:30am- 4:15pm</li> <li>Thursday: 8:30am- 4:15pm</li> <li>Friday: 8:30am- 4:15pm</li> </ul> <p>These timings include a 30-minute lunch break and a normal 36 hour week. These hours may be reviewed in consultation with you.</p> <p><b><i>For 2026-2027 there is an extended 2 week October half term so there will be a need to work another 36 hours across the academic year. These hours will be directed by the academy</i></b></p>

### POST RESPONSIBILITIES:

- To assist the Assistant Headteacher: SENDCo in:
  - The administration of the student passport system and literacy intervention systems.
  - Tracking the provision for SEND within the academy.
  - Tracking Learning Support Assistants and resources to ensure effective and efficient use.
  - Maintaining a costed provision map.
  - The administration of the Education and Health Care Plans including booking appointments for annual reviews and applications with parents and agencies, notetaking and uploading paperwork.
  - Reviewing student Pupil Passports to ensure they are accessible and up to date.
  - Ensuring that parent enquiries are answered in a timely and supportive fashion.
- Assisting the school nurse and Assistant Headteacher: SENDCo with the administration of uploading plans and medical letters and ensuring relevant data is up to date.
- Recording interventions on SIMs to keep student intervention history up to date.
- Liaising with outside agencies including the Speech and Language Team, Educational Psychology Team, School Nurse and Art Therapist to timetable visits, book rooms and provide student timetables.
- Liaising with parents about the specifics of the SEND provision for their child.
- Keeping staff fully informed about SEND students.
- Overseeing the system for temporary loans of electronic devices to SEND students.
- Gathering relevant information on students through the use of round robins, and other forms.
- Participating in relevant duties/rotas including main reception, SSOD and SSC.
- Ensuring timetables are kept up to date.
- Minuting and updating the inclusion panel log.



## Person specification – SEND Administrator

QUALIFICATIONS	ESSENTIAL	DESIRABLE
5+ GCSE's A*- B, including English and Maths	✓	
Further relevant qualification/ willingness to obtain or enhance qualifications and		✓

  

EXPERIENCE	ESSENTIAL	DESIRABLE
Experience of working within an educational environment, with young people, parents, families and or the disabled		✓
Experience of working in an administrative role maintaining and improving management systems	✓	
Proven track record of fast and accurate administrative skills	✓	
Experience of managing others	✓	
Experience of handling confidential information appropriately	✓	
Experience of working successfully and co-operating as part of a team	✓	
Experience of recording, tracking and monitoring provisions and resources accurately	✓	
Experience of working with systems to safeguard young people	✓	

  

KNOWLEDGE AND SKILLS	ESSENTIAL	DESIRABLE
Excellent English, Maths and IT skills	✓	
Excellent interpersonal skills	✓	
Good administrative and organisational skills	✓	
Ability to prioritise workload and work to given deadlines	✓	
Knowledge of the range of support/agencies available for SEND students		✓
Ability to work independently and as an effective team member.	✓	
Ability to be effective in the face of difficult situations and pressure	✓	
Knowledge of medical records and their maintenance		✓
Knowledge of online systems used in education such as GL Assessments,.		✓
Knowledge of School Information Systems (SIMs) software		✓
Knowledge of the principles and strategies involved in giving advice and guidance to young people, including the place of confidentiality and sharing information	✓	



### PERSONAL QUALITIES AND ATTRIBUTES

### ESSENTIAL

Proven tact and diplomacy when dealing with adults and young people.	✓
Reliable, honest and trustworthy.	✓
Able to remain calm and cope with the unexpected.	✓
A friendly yet professional and respectful approach which demonstrates support and shows mutual respect.	✓
Committed to being a role model for staff and students in relation to overall conduct, including dress code, attendance and timekeeping.	✓
A 'can do' attitude.	✓
Open and an active listener	✓
Energy, enthusiasm and commitment.	✓
Emotional resilience	✓
Committed to safeguarding and promoting the welfare of children and young people.	✓
Committed to inclusion	✓
Willing to work flexible hours	✓

Additional duties and tasks will be negotiated and agreed at the time of appointment and annual review (following the first annual cycle) at the direction of the Assistant Headteacher SENDCo.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the academy in relation to the post holder's professional responsibilities and duties.

The post holder will be expected to carry out all duties in the context of and in compliance with all the academy's policies and procedures and in compliance with Clapton Girls' Academy Equal Opportunities Policies and Code of Conduct. All the above duties are to be carried out in line with current Health and Safety legislation.

### ACCEPTANCE OF THE JOB DESCRIPTION AND PERSON SPECIFICATION BY POST HOLDER

I can confirm my acceptance of the Job Description as outlined above

NAME:

SIGNED:

DATE: