



Part A - Grade & Structure Information

Job Family Code	5BF	Role Title	SEND Administrative Assistant
Grade	P5	Reports to (role title)	Office Manager
JE Band	161 191	School	The Howard Partnership Trust
		Date Role Profile created	July 2021

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. THPT reserves the right to review and amend the job families on a regular basis.

<ul style="list-style-type: none"> Role Purpose including key outputs 	<p>SEND Provision:</p> <ul style="list-style-type: none"> To support the SENCO & Intervention Lead with keeping each pupil's provision map up to date To liaise with any specialists, outside agencies and any other professionals to ensure provision is in place and recorded To be the point of contact between the school and Surrey Case Officers To support the SENCO with pupil place requests from Surrey Case Officers To support the SENCO with Key Stage Transfers <p>Annual Reviews:</p> <ul style="list-style-type: none"> To provide administrative support to the staff team by providing centralised administration of the Annual Review process To coordinate and administer the processing of termly and annual review procedures To liaise with outside agencies to arrange meetings and co-ordinate agency timetable to ensure students receive allocated hours on Education, Health and Care plan (EHCP) To keep related SIMS / My Concern SEN data and documents up-to date To attend and take notes at meetings, produce, and circulate minutes as necessary
---	---

	<p>Transition:</p> <ul style="list-style-type: none"> • To provide administrative support to the SENCO & Post-16 Lead by providing centralised administration of the Transition Plan for Year 9 and above • To attend and take notes at transition meetings, produce, and circulate minutes as necessary <p>Children that are looked after (CLA):</p> <ul style="list-style-type: none"> • To keep up to date any records related to CLA • To organise, attend and take notes at PEP meetings, completing PEP updates after the meeting <p>Safeguarding administration:</p> <ul style="list-style-type: none"> • To commit to be a designated safeguarding officer to support the designated safeguarding team • To support the designated safeguarding team with referrals to CSPA • To attend and take notes at team around the family meetings, produce, and circulate minutes as necessary <p>Exam Access Arrangements:</p> <ul style="list-style-type: none"> • Work closely with SENDCo/Deputy SENDCo to create initial list of potential exam concessions students from Year 9 cohort to be trialled in end of Year 9 exams through information sharing • Keep hard copies of exam access arrangements paperwork in folders by year group/student so that these are available for inspection • In response to requests, provide KS5 education providers (or student's new school if in-year transfer) with copies of exam access arrangements paperwork • File exam feedback sheets with other documentation for inspection <p>Exam Timetable</p> <ul style="list-style-type: none"> • Work closely with SENDCo, Deputy SENDCo & Exams Officer to create exam timetable to ensure students access arrangements are covered by the team and other staff if needed • Book and move rooms if necessary • Ensure appropriate resources (coloured overlays, adapted rulers/equipment etc) are available and with the Exams Officer • Display timetable for students and the team
<p>THPT Work Context and Generic Responsibilities</p>	<p>Maintain confidentiality in and outside of the workplace. Be pro-active in matters relating to health and safety and report accidents as required. Support aims and ethos of the school setting a good example in terms of dress, behaviour, punctuality and behaviour, punctuality and attendance. Uphold and support the School's Policies and procedures on the Safeguarding of young people.</p>

Line management responsibility if applicable	N/A
Budget responsibility if applicable	N/A
Representative Accountabilities Typical accountabilities in roles at this level in this job family	<p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Ensure information and records are processed and stored to agreed procedures. • Assist in providing and manipulating basic data for statistical and other reports. May run and present standard reports. • Prepare and despatch a range of standard correspondence /documents to ensure an efficient response to enquiries and timely conclusion of any process connected with the defined area of activity. <p>Service Delivery</p> <ul style="list-style-type: none"> • Deliver a range of administrative and/or customer/consultancy services in support of existing systems or processes to agreed standards, to maximise service quality and continuity. • Receive and respond to everyday enquiries from customers to provide a timely, courteous and efficient service. <p>Planning & Organising</p> <ul style="list-style-type: none"> • Support a group of senior staff, ensuring confidentiality, and assisting in the effective organisation of internal/external meetings and activities to support a high standard of office organisation. • Assess the range and volume of work to be undertaken for the days ahead and plan to ensure it is completed to time and to an appropriate standard. <p>Finance/Resource Management</p> <ul style="list-style-type: none"> • Follow established ordering procedures to ensure adequate resources are available to meet work requirements. <p>Work with others</p> <ul style="list-style-type: none"> • Receive visitors and provide/request basic information in a courteous manner to promote a positive image of the work unit. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others. To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<ul style="list-style-type: none"> • Minimum 3 GCSEs at Grade C or above, or equivalent, or able to evidence ability at an equivalent level. • Familiar with one or more of the specific processes used in business, communication, financial or HR administration.

	<ul style="list-style-type: none"> • Ability to apply relevant health and safety, equality and diversity, and other county/service policies and procedures. • Competent in a range of IT tools. • Ability to work with others to achieve objectives and provide excellent customer service. • Good written and oral communication skills with the ability to build sound relationships with staff and customers. • Ability to prioritise and plan own workload in the context of conflicting priorities. • Experience of working in a busy office environment.
Details of the specific qualifications and/or experience if required for the role in line with the above description	<p>The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). THPT is committed to the safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>
Role Summary	<p>Roles at this level provide a business support service as part of a specific service or service team. They work within established processes and procedures, resolving problems or queries with the more complex issues referred to others. They support more senior staff by executing the detailed processes in specific aspects of business, financial, communication, facilities and/or HR administration and will be fully versed in all procedures of their specialism. They will be subject to supervision but will be expected to organise their own workload and set their own priorities within short, e.g. day-to-day timescales. They may support a group of more senior staff with some of the more routine duties and ensure matters are dealt with appropriately when they are out of the office. Some roles at this level may be more restricted in terms of variety or organisation of tasks than others. Where this is the case, customer service may be the predominant feature.</p>

VALUES/BEHAVIOURS

We are a values-based organisation and seek to recruit individuals who can demonstrate our values.

Our values will be assessed through the selection process, so we ask all applicants when providing their supporting statement to also incorporate not only how they meet the essential criteria for the role but to also demonstrate our values.

Our values are:

Integrity - displaying honesty and having strong moral principles.

Partnership - working together and taking collective ownership to achieve the same goals.

Advocacy - working hard on behalf of others to maximise their success.

Resilience - finding success again after something difficult or negative has happened.

Compassion - displaying empathy towards and a desire to help others.

Aspiration - aiming high to achieve success.

FURTHER INFORMATION

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.