Designation of Post:	**SEND Administrator**	Pay Scale	**Band F NJC Band F** (£29,542 - £32,046 FTE) **Actual salary based on 25 hours pw, 39 weeks per year £17,802 -£19,311**
Accountable to:	Head of Learning Support (SENDCO)		
The Purpose of this Post:	To provide efficient and professional secretarial and administrative support to the SENDCO and SEND team.		

JOB DESCRIPTION

All staff at Prenton contribute to our vision and values.

Making a positive difference today to achieve a better tomorrow by:

- Providing a safe, happy and respectful school community;
- Making students the foundation of our school;
- Celebrating and welcoming diversity and equality;
- Empowering, challenging and inspiring all in the classroom and beyond;
- Creating opportunities where everyone is supported and valued;
- Promoting courage, ambition and aspiration.

The staff, governors, students and whole Prenton community will achieve our vision through our values of:

- Trust
- Respect
- Integrity
- Kindness
- Endeavour

Duties and Responsibilities

- To collate, input and manage the range of information required to update the SEND Records and student information.
- To enter SEND data and create reports for student tracking.
- To develop systems for cross referencing this data and assist the SENDCO to analyse it for SEND purposes.
- To develop and manage the SEND filing system (including emails, record of telephone conversations), the archiving, retrieval and disposing of SEND information as appropriate.

- Liaising with primary/feeder schools and external agencies ensuring that all SEND information is received.

- To forward SEND information to transfer schools.

- To produce all letters and reports as required, including individual letters to parents, arrange meetings, respond to telephone calls and messages etc., for the SENDCO

- To support the SENDCO in preparing relevant information for meetings and referrals to external agencies.

- To attend meetings and take minutes as and when necessary.

- To support the SENDCO in the implementation and delivery of EHCP Annual Review meetings as calendared.

- To assist in updating provision plans.

- To attend appropriate staff meetings/training/Inset days as required.

- To regularly access and contribute to whole school staff communication tools including emails.

- To ensure knowledge of all whole school policies and implement them as relevant to their role in the life of the school, promoting the ethos of the school.

- To maintain confidentiality in relation to all work undertaken and departmental information.

- To support the delivery of primary liaison and open evening activities. On occasion, you may be required to work outside of normal working hours to attend open evenings/parents' evenings/events.

- To carry out other duties commensurate with the grading of the post as may be determined by the Headteacher from time to time.

Additional Duties

Health & Safety

All staff at Prenton High School for Girls are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, raise concerns through their line managers, and the Health & Safety Manager.

Equality & Diversity

Staff at Prenton High School for Girls are expected to promote equality of opportunity for all girls and staff, both current and prospective, and to support an environment that values diversity.

Data Protection

All staff at Prenton High School for Girls have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the School, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role at the School,

shall not be kept for longer than is necessary for that purpose or those purposes in accordance with the GDPR 2018.

Safeguarding & Child Protection

Prenton High School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding and Child Protection policy and procedures at all times.