

## School Support Staff

### Job Profile

<b>Grade :</b>	Grade E – Spinal Column Points 6-8
<b>Job Title :</b>	SEND Administrator
<b>Main Job Purpose :</b>	The SEND Administrator is responsible for the effective administration of all aspects of student support regarding the School's Resource Base and wider SEN admin across the school.

<b>Main Duties</b>	
<b>1.</b>	To maintain the student database including :- <ul style="list-style-type: none"><li>• Personal information</li><li>• Attendance information</li><li>• Timetable and setting information</li><li>• Administration of new admissions and leavers</li></ul>
<b>2.</b>	To undertake all the administration connected with the production of student assessments and reports.
<b>3.</b>	To undertake the administration for parent evenings.
<b>4.</b>	To monitor student attendance, highlight any possible problems in this area, and produce relevant attendance data and reports.
<b>5.</b>	To work closely with the Resource Base manager and SENDCo to provide student support.
<b>6.</b>	To communicate with feeder schools, outside agencies, parents, students and staff as appropriate and necessary.
<b>7.</b>	To produce class lists and associated documents as required.
<b>8.</b>	To be responsible for the production of County and national returns as necessary.
<b>9.</b>	To ensure first aid procedures are compiled with the and accidents are appropriately reported.
<b>10.</b>	To assist in any other administration requirements in connection with the Resource Base and SEN as required.

## Supervision and Management

The job holder does not supervise any staff, but will provide support in relation to induction and training of other staff.

## Creativity and Innovation (i.e. Problem Solving)

- Establishing procedures for use across the school in order to ensure that student data is consistently up to date
- Drafting of letters and reports as necessary.
- Designing spreadsheets for collation of data.
- Arrangements for reports and meetings in relation to pupils in the resource base.

## Key Contacts And Relationships

SENDCo, Resource Base Manager, Parent Family Support Advisor	Works closely with them
Other administrative and support staff	Resolution of administrative/financial queries/ photocopying
School Business Manager	Provision of information
School teaching staff Primary Schools	Student matters/information/attendance queries
Other Schools	Admission queries
Education Welfare Officer	Student information

## **Decision Making**

Examples of decision making in this job would be e.g.

- Arrangements for the review of pupil meetings and reports, including EHCP reviews and other meetings as necessary.
- Management of pupil data in Arbor.
- Attendance - recommendation to Parent Family Support Advisor regarding students with questionable attendance.
- Recommendations on timescales for production of data and reports.

## **Resources**

The jobholder is expected to use school resources appropriately and with care, but is not personally accountable for their overall security and may be responsible for keeping some student property in a secure environment.

## **Working Environment**

Work is interrupted by staff and children there will be some background noise and direct contact with school visitors and children.

## **Knowledge and Skills**

The job holder requires office experience, the ability to work at a level equivalent to NVQ 3

Good knowledge of databases, in particular Arbor MIS and good interpersonal skills