**Role: EHCP and Admissions Administrator**

**Grade: Grade: SCP7-11 (London Fringe) £20163.00 - £21775.00** **pro rata and dependent on experience**

**Supervisory responsibilities:** none

**Hours of work:** Term Time only, plus inset), typical hours are 8:00-4pm)

**Reporting to:** Headteacher, Executive team and Head of Operations

**Main Purpose of Job:**

Forest Bridge School is a school for children with autism. We are still growing but will have 70+ pupils in 2019-20, growing to 96 pupils when we are in our new build. We require an administrator who can support our staff with the administration and organisation of EHCP’s (an Education, Health and Care Plan is a legal document which describes a child or young person’s special educational needs, the support they need and the outcomes they would like to achieve). The administrator will also be responsible for communications between school and local authorities around pupil consultations and admissions.

**Main Duties and Responsibilities:**

* **Fulfill the core operational duties of the SEN administrative role including maintenance of up to date SEND records, managing a schedule of EHCP/Annual reviews, completion of records for SEND reviews.**
* **Attend all EHCP reviews making an accurate record of the meeting and filling in all post review paperwork.**
* **Collate and analyse Annual review parent questionnaire responses to feed into the school development plan**
* **Respond to pupil consultation/admissions requests working closely with the Headteacher**
* **Organise transition arrangements for any new pupils**

1. **Administration support for EHCP/Annual Reviews**
   * Manage a schedule for EHCP Review meetings
   * Review the schedule and make final modifications having consulted with SLT, teaching staff and LA EHCP coordinators
   * Liaise with the LA EHCP co-ordinators
   * Contact each LA and ensure that Forest Bridge has an electronic & paper copy of all EHCP plans for every pupil
   * Create and oversee electronic folder containing all EHCP documentation for each pupil
   * Personalise EHCP conversion and EHCP review templates
   * Contact parents and arrange for them to attend EHCP meetings
   * Contact outside organisations and request reports and inform them of EHCP meeting dates (Transition team, social care, CaMHs, OT)
   * Liaise with SaLT and OT and ensure that they update reports for pupils they work with
   * Liaise with school staff involved with transition in order that they attend EHCP meeting (Y5, Y9, Y11 and leavers)
   * Contact families and request their input for Section A and word process this into the template document
   * Liaise with LA co-ordinators who will have different procedures for the EHCP process.

**Prior to the EHCP/Annual Review meeting**

* Monitor that teachers and supervisors have completed all paper work 2 weeks prior to the EHCP meetings and send this to the families taking responsibility for the completion of all deadlines
* Contact families and outside organisations and confirm attendance at the EHCP meeting
* Ensure documentation is ready prior to the meeting with due regard to the legal framework

**Post meeting**

* + - Check that all paper work has been completed and the meeting notes and actions updated and forward this to the LA
    - File paper copy for the office files and update electronic files

1. **Admissions**

* All correspondence between school and local authorities around pupil consultations
* Ensure applications are responded to within statutory time frames
* Maintain and update pupil consultation and waiting list spreadsheet
* Coordinate any required assessment visits for potential pupils

**Professional Expectations**

* Regularly reflect upon your own performance
* Take an active part in the Performance Management process with your line manager.
* Take responsibility for your work, encourage and accept feedback from your colleagues and your line manager and respond to or adapt to change as required
* Maintain professional standards of dress and communication at all times in accordance with the staff code of conduct
* Undertake such other duties commensurate with the role as the Headteacher may direct