



JOB PROFILE

Job Title:	SEND and Safeguarding Administrator
Hours per week/ Weeks per year	32.5 hours per week/39 weeks per year
Times of work:	8.30am to 3.30pm Monday to Friday – flexibility is available for a suitable candidate
Surrey Pay Grade:	S5 £26,777 - £28,686 FTE £20,607.07 - £22,076.20 actual
Responsible for:	Contributing to the quality of the SEND and Safeguarding administrative support in pursuit of our vision of a school 'Committed to Excellence'
Line Manager :	SENCO / DSL

Key Accountabilities:

- SEND Administration
- Safeguarding Administration

Key Tasks:

- **SEND Administration**
 - Provide administrative support to the SENCO as required to ensure the effective functioning of the SEND office;
 - Maintaining and updating all SEND register and student files on SIMS to ensure accurate recording and retrieval of information;
 - Arranging annual review meetings for the EHCP students by liaising with outside professionals, school staff and parents to ensure associated administration is efficient and effective; preparing documents, recording reports and sending to parents.
 - Working with the SENCO and Exams Officer to administer and plan Exam Access Arrangements;
 - Maintain accurate paper and electronic copies of SEND files for all SEND students and those who are not on the Code of Practice;
 - Recording SEND events and provision on SIMS (including parental meetings and enquiries)
 - Prepare all referral paperwork as required
 - Contact curriculum departments and individuals to request information e.g. up to date information.
 - Liaising with the SENDCo to keep up to date copies of Student Passports accessible to teaching staff and teaching assistants.
 - Ensure that SIMS and SEND register mirror each other. Administration of Pastoral Support Plan (PSP) meetings by liaising with school staff, parents and outside professionals; attending PSP meetings, writing minutes and organising any follow up actions; maintaining the PSP schedule and distributing to relevant staff every 2 weeks.
 - Triage all SEND / Inclusion queries for delegation;

- Providing reports such as SEND intervention summaries and behaviour logs as required
- SEND Filing;
- Auditing Bromcom SEND data

Safeguarding Administration

- Administrator for CPOMS maintenance, User Management and reporting
- Internal and External Agency Referrals
- Maintain safeguarding records including transfer
- Maintain Alternative Provision administration
- Research and source Alternative Provision available to Thamesmead
- Maintain list of Young Carers on Bromcom and CPOMS

General administrative duties as directed

Thamesmead School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to demonstrably share this commitment. Any successful applicant will be required to undertake a Disclosure check by the Criminal Records Bureau at an appropriate level for this post.