



# The Cardinal Wiseman Catholic School

## SEND Administrator

### Job Description



<b>Job title:</b>	SEND Administrator
<b>Salary and Grade:</b>	Grade 5, SP 12-15 (Term Time Only)
<b>Hours</b>	35 hours a week
<b>Line Manager:</b>	Head of Learner Support

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### **Specific**

- To maintain the ongoing management of the departmental databases which focus on inputting and maintaining data for the provision map and access arrangements
- To be responsible for the computerisation of student files on SIMS and inputting data on other packages
- To work with the SENCo in departmental duties for managing access arrangements
- To ensure that back up practices are in place in safeguarding the departments databases
- To schedule and deliver literature surrounding Annual Reviews and / or relevant literature for students with an Education, Health and Care Plan
- To maximise the use of ICT to support administration tasks
- To ensure SEN staff have their ICT needs met, including supplying passwords, auditing TAs and teachers' software skills and implementing relevant programmes
- To keep records of all ICT equipment including all hardware and software

### **General**

- To maintain and update various student record systems and files ensuring confidentially and security is maintained
- To word process a variety of documents including reports, SEN profiles and registers, letters to parents, agencies and other professionals and information packs
- To photocopy and collate, as required, short runs on demand plus any other more comprehensive folders and booklets on a planned basis
- To schedule and deliver accurate and timely literature required for Individual Support Plans (ISPs), departmental records, correspondence with all agencies, etc
- To develop effective procedures for managing the daily administration in the department, including drafting of daily cover records
- To collate reports, records and other documentation for meetings as required



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- To attend and take minutes of Student Support Panel (SSP) and other relevant meetings
- To maintain appointment diary and meeting schedule for SENCo
- To liaise with SENCo on organising the departmental calendar
- To respond to telephone and visitor enquires
- To raise orders as appropriate
- To carry out other duties and responsibilities of a similar administrative nature and allocated at a similar responsibility level to those described above which may be allocated from time to time
- To carry out other administrative tasks as directed by the SENCo
- To take part in continuous professional development
- All staff have responsibility for promoting and safeguarding the welfare of children and young people they come into contact with

Undertake these duties within agreed departmental and school objectives, policies and procedures and promote the School's Equal Opportunities Policy

Whilst carrying out duties to ensure confidentiality is adhered to at all times, and ensure that procedures and guidelines are followed in line with data protection of all information and data that you are exposed to

Following the appointment some minor negotiation of roles and responsibilities may be possible in order to take account of particular strengths and experience. Any changes to the job description following these discussions will be at the Headteacher's discretion.

***Please Note:***

- i) The post holder may be required to perform any other reasonable tasks after consultation.
- ii) This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- iii) This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.