

Job Description

POST TITLE: SEND Administrator

GRADE: GRADE 6, POINT 7 - 12

RESPONSIBLE TO: SENDCo

JOB PURPOSE

- This post holder will work under the supervision of the SENDCo to ensure that an efficient and effective administration service is provided to the SEND department.

GENERAL RESPONSIBILITIES

- Support the overall Christian ethos of the Trust.
- Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Extremism & Radicalisation Policy
 - Health, Safety and Security Policy & Guidance
 - Keeping Children Safe in Education (Part 1) Guidance
 - Safeguarding Policy and Training Slides
 - Whistleblowing Policy
 - IT Pack including Acceptable Use Statement
 - Health, Wellbeing and Benefits Policy
 - Finance Policy
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall aims of the Trust and Academy Improvement Plans
- To develop and implement own professional development and skills
- To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
- To demonstrate an excellent record of attendance and punctuality.
- Work cooperatively as part of the Trust wide staff team
- Possesses or must be willing to train for the First Aid at Work qualification approved by the HSE as requested.
- Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

SPECIFIC RESPONSIBILITIES

- Responsible for the administrative support/coordination for meetings such as Annual Reviews, Interim Reviews and ad hoc meetings including agenda preparation, collation of supporting papers, minute taking, production and distribution of minutes and any additional documentation.
- To undertake a comprehensive range of administrative services within the SEND department, ensuring that work is prioritised and deadlines are met.
- Maintain SEND student records both electronic and paper files including records are archived in line with the ICO regulations.
- Maintain, update and distribute documentation relating to SEND students including the SEND Register, IEPs and Pupil Passports.
- Co-ordinate routine and non-routine communication with service users on issues of a highly confidential and sensitive nature including parents and agencies such as other education establishments, health and other Local Authorities relating to SEND students.

- Support in developing SEND administration procedures and practices, making recommendations as appropriate.

STAFF CONDUCT

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

DRESS CODE

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.
- Some functions within the Trust are required to wear uniform that will be supplied by the Trust.

PERSON SPECIFICATION – SEND ADMINISTRATOR		
	ESSENTIAL	DESIRABLE
EDUCATION & TRAINING		
NVQ 2 or equivalent qualification or experience in Business Administration or other relevant discipline.	*	
Possess or must be willing to train for the First Aid at Work or Emergency First Aid at Work qualification approved by the HSE as requested.	*	
EXPERIENCE		
Previous experience of working within an Academy environment.		*
Previous experience of administrative computer systems.	*	
Previous administrative experience.	*	
Previous working knowledge of SIMS.net / Go 4 Schools.		*
Ability to create and analyse complex data.	*	
Willingness to identify and develop own IT skills	*	
Working knowledge of DfE, Local Authority and other regulatory body's legislation and policy relating to education.		*
PROFESSIONAL SKILLS		
Excellent written and oral communication skills.	*	
Effective use of ICT packages.	*	
Excellent organisational and administrative skills.	*	
Good time management skills.	*	
Excellent communication and interpersonal skills.	*	
Ability to communicate with a wide range of audiences, including young people, other employees within the Academy and other academies within the trust, parents, LA, suppliers, clients, professional advisers and others	*	
PERSONAL QUALITIES		
Confidence and independence.	*	
Assertive, enthusiastic, motivated and committed	*	

Ability to lead and work as part of a team understanding school roles and responsibilities and your own position within these.	*	
To be professional, fair and firm with Staff, showing resilience in decision making regards cover.	*	
Builds and maintains effective relationships with colleagues and stakeholders in a fair and equitable manner.	*	
Commitment to Equal Opportunities	*	