



# HATCH END HIGH SCHOOL

## Admin Assistant – SEN & Vulnerable Students

18 hours per week - Term Time only

Salary: H4 (£10,960 - £11,509)

---

### JOB DESCRIPTION

#### JOB PURPOSE

To provide efficient and effective administration support to the SEN and Inclusion service. Provide support to the SENCO to ensure that the principles and legal requirements in relation to special educational needs and disability are implemented.

#### REPORTING

The post holder will report to the Head of Student Services.

#### RESPONSIBLE FOR

N/A

#### WORKING TIME

18 hours per week to be worked over 3 days. Working pattern to be agreed in conjunction with line Manager. No holiday to be taken during term time.

#### KEY DUTIES

- To keep accurate and complete records of pupils who have Special Educational Needs on the SEN register including scanning incoming information and uploading to SIMS.
- Maintain SEN files kept in SEN Office and the SEN section of SIMS.
- To provide secretarial/administrative support to the SENCO and the SEN department.
- Collate Individual Feedback for pupils on the SEN register and prepare them for reviews.
- Organise annual reviews including invitations and room bookings, taking minutes, recording and distribution of reports in line with the SEN code of practice and timescales.
- Collate and re-distribute finalised reviews and file accordingly.
- Monitor the annual review systems and identify outstanding practice to develop and improve to ensure that the meetings are effectively managed and produce outcomes.
- To communicate with Parents/Carers including providing an information service and answering queries.
- To liaise with outside agencies, hospitals, parents, other school/college establishments and agencies such as CfBT.
- To liaise closely with Harrow Council especially in relation to Annual Reviews.
- To support the SENCO with keeping up to date with all requirements from the borough in relation to annual reviews and EHCP.
- To support the SENCO with the exam access arrangements process by preparing paperwork, assessment timetabling, completion of Form 8, compilation of teacher feedback/other required paperwork and keeping records up to date, as per JCQ guidelines and timeframes.
- To process and report on inclusion, behaviour and safeguarding data.
- Under the direction of the SENCO to liaise with the exams team to set up and organise the necessary exam concession requirements for internal and external examinations.

- At exam time to provide support to the exams officer by checking exam rooms are set up correctly including any documentation that needs to be visible.
- To assist in the daily running of TA timetables as appropriate.
- To provide data for SEN pupil references who leave to go to College/Sixth form.
- To order and maintain all stationery for SEN department.

#### **OTHER DUTIES AND ACCOUNTABILITIES**

- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the Headteacher and Designated Safeguarding Lead.
- Adopt flexible working practices where required for the needs of the school.
- To attend and minute take team meetings, staff meetings and school events as directed.
- Ensure compliance with your responsibilities as laid out in the school's equal opportunity policy and take an active role in promoting equality and diversity.
- Take part in performance appraisal.
- Contribute to the overall ethos/work/aims of the school.
- Participate in training and other learning activities and performance development as required.
- To respect the confidentiality of all information relating to pupils, staff and their families.
- The duties of the post outlined above are not exhaustive, and the post holder will be expected to be co-operative and flexible, undertaking such other duties as may reasonably be required.

**March 2023**



### PERSON SPECIFICATION

#### EDUCATION, QUALIFICATIONS AND TRAINING

	Essential	Desirable	How Identified
Evidence of training and/or qualifications which reflect appropriate administration skills eg NVQ Level 3 or equivalent	Yes		Application
Good Literacy and numeracy – GCSE Maths and English or Equivalent	Yes		Application

#### EXPERIENCE

	Essential	Desirable	How Identified
Experience of SEN procedures such as the Code of Practice, Annual Review and Statementing process.		Yes	Application Reference Interview
Experience of working in a busy office environment	Yes		Application Reference Interview
An interest in education and working within an educational environment	Yes		Application Reference Interview

#### KNOWLEDGE, SKILLS AND ABILITIES

	Essential	Desirable	How Identified
Accept the need for continuing development and training	Yes		Application Reference Interview
Able to work effectively within a team and play a motivating role	Yes		Application Reference Interview
Ability to cope with periods of pressure, work flexibly and proactively address issues	Yes		Application Reference Interview
ICT skills or willingness to train on specific school based ICT systems e.g SIMS	Yes		Application Interview
Excellent working knowledge of Microsoft Office Applications – particularly Excel.	Yes		Application Interview
Able to work within agreed parameters and	Yes		Reference

understand and follow instructions; the ability to consider others point of view and accept compromise solutions			Interview
Excellent communication & interpersonal skills	Yes		Reference Interview
Able to quickly establish positive working relationships with a wide range of people from within and outside the school	Yes		Application Reference Interview
Able to maintain complete confidentiality and discretion at all times, combined with a calm personality and sound judgment	Yes		Reference Interview
Excellent Numeracy and Literacy Skills	Yes		Application Reference Interview
Effective work presentation skills and a high degree of accuracy	Yes		Application Interview

## OTHER REQUIREMENTS

	Essential	Desirable	How Identified
Enthusiasm, energy and commitment	Yes		Reference Interview
A commitment to safeguarding & promoting the welfare of children and young people	Yes		Reference Interview
A willingness to undertake additional training, keep up-to-date with developments and changes in good practice	Yes		Application Interview
Awareness and adherence to relevant health & safety regulations and a commitment to equality of opportunity	Yes		Application Reference Interview
A good attendance and punctuality record	Yes		Reference
DBS Checked	Yes		Application

March 2023