



Job Description & Person Specification

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| Job Title: | SEND Administrator |
| Location: | All schools within ACES Academies Trust |
| Reports to: | ACES Director of SEND |

Purpose

To provide SEND Administrative Support to ACES Schools' SEND Departments with all aspects of SEND management and provision

Main Responsibilities

Administration and clerical duties needed to support the SEND Leaders and Director of SEND

- To communicate effectively with ACES colleagues, parents/carers and other professionals in relation to SEND under the guidance of the SENDCos and Director of SEND
- To provide, when required, a reception service to families and outside agencies, signposting calls as appropriate
- Dealing with situations of a sensitive nature in a professional, sensitive, and discreet manner
- Liaising with parents/carers and other stakeholders as necessary
- To respond to enquiries and contacts and provide accurate and reliable information to support staff, parents/carers, and outside agencies.
- Carry out related administrative duties as directed by the SENDCos and Director of SEND including document and record preparation, organising meetings, distributing agendas, taking and preparing minutes under the guidance of the SENDCos and the Director of SEND

Maintaining and administrating SEND pupil records and pupil data for ACES Schools

- Maintain an up to date SEND register for pupils who have SEND or who are monitored under SEND systems within ACES schools under the direction of the school SENDCo and Director of SEND
- Manage timely record keeping as directed by school SENDCos and the Director of SEND updating student files and updating records on IT and paper platforms for ACES pupils
- Collate other relevant records to Pupil SEND Record as required, under the direction of the SENDCos
- Provide SEND data overviews and reports for ACES SEND using Arbor for SEND reports
- Maintain and collate Pupil SEND records e.g. Pen Portraits, APDRs, Risk Reduction Plans, Behaviour Plans, Test results, Reports, Meetings
- Ensure pupil SEND information is shared across the school as appropriate (Pen Portraits/APDRs/professionals' reports)

ACES Academies Trust is committed to promoting and safeguarding the welfare of all pupils and expects all staff and volunteers to share this commitment.



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| Provide Administrative Support with Education and Health Care plan applications and Annual Reviews |
| <ul style="list-style-type: none"> • To provide the Administrative support for applications for Education and Health Care Plans (EHCP) • To support work with outside Agencies e.g. referrals, collation, storage, and distribution of reports under the direction of the SENDCos or Director of SEND • To prepare and collate all relevant paperwork, reports, invitations, and room bookings ahead of Annual Review |
| Other Duties |
| <ul style="list-style-type: none"> • To undertake professional duties that may be reasonably assigned by the Director of SEND, Principal, or Headteachers • With appropriate training, to carry out testing for SEND under the direction of the SENDCos • Collate, record, and report test results under the guidance of the SENDCos • Support with ACES CPD administration and delivery e.g. training days • Collate SEND CPD records and feedback for School Staff delivered by ACES under the guidance of the Director of SEND • Carry out any other administrative duties as reasonably required to contribute to the smooth running of ACES MAT |
| Safeguarding |
| <ul style="list-style-type: none"> • To adhere to the provisions of school and Trust policies, in particular the school policy for Safeguarding and Child Protection, the Trust Code of Conduct, and the requirements of Keeping Children Safe in Education |
| Health & Safety |
| <ul style="list-style-type: none"> • Act during their employment with due care for the health, safety and welfare of themselves, other employees, and other persons in accordance with the school's Health and Safety Policy |
| Appraisal or review of performance |
| <ul style="list-style-type: none"> • To participate in the current arrangements made for the appraisal or review of your performance, further training and development • To review from time to time your methods for supporting students and your programmes of work |

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This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Signed..... (SEND Administrator)

Signed..... (Director of SEND)

Date.....



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| Criteria | Desirability |
|---|--------------|
| QUALIFICATIONS/KNOWLEDGE | |
| A-C GCSE grade for English and Maths (Grade 9-4) or equivalent | Essential |
| Education to A level standard | Desirable |
| A qualification relating to the role | Desirable |
| EXPERIENCE | |
| Strong information and communication technology (ICT) skills | Essential |
| Previous experience of data entry and working with databases | Essential |
| Ability to work both as part of a team or individually as required | Essential |
| Ability to work under pressure and meet deadlines | Essential |
| Ability to work pro-actively and identify ways to support the smooth running of the department | Essential |
| Ability to manage own time effectively and demonstrate initiative including establishing priorities within workload | Essential |
| Ability to be systematic in the way that tasks are undertaken | Essential |
| Previous experience of providing administrative support | Desirable |
| PROFESSIONAL COMPETENCE | |
| Commitment to promoting and safeguarding the welfare of all pupils | Essential |
| Always carry out tasks as efficiently as possible, and to the highest standards | Essential |
| Carry out tasks as per instructions/training provided | Essential |
| Ability to form sound relationships with colleagues and the wider school community | Essential |
| Ability to deal with difficult situations in an objective and professional manner | Essential |
| Ability to prioritise and manage a heavy workload and conflicting demands whilst working to deadlines | Essential |
| High degree of discretion in dealing with confidential information | Essential |
| Be flexible and adaptable, responding to changing requirements | Essential |
| High level of integrity | Essential |
| Dedication to providing excellent customer service | Essential |
| Ability to be diplomatic and tactful | Essential |
| Ability to communicate complex information both orally and in writing in a clear, concise, and articulate way | Essential |

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