

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	SEND - Administrator	Location	The Bulwell Academy
Salary	£22,354 - £24,598 BA6 (SCP 6 – 12) per annum actual salary	Hours	37 hours (39 Weeks – Term Time Only)
Department	Support Staff	Reports To	SENDCo

JOB PURPOSE:
To provide a responsive and professional administrative service to the SEND team

KEY RESPONSIBILITIES AND DUTIES:
<ul style="list-style-type: none"> • Education Healthcare Plans (EHCP's): <ul style="list-style-type: none"> • Arrange a meeting within two weeks of the date informed by Local Authority • Collate relevant information relating to the student (school round robin, Kickboard, Attendance Reports, Pupil Passports, Costed Provision Map) • Send letter to parent/carer inviting them to the meeting • Invite Specialist Learning Support Teacher (if applicable), Case Worker, Paediatrician, and, depending on age, Futures • Notify relevant teachers, ask them to confirm student progress and print off for the meeting • Attend the meeting and take minutes • Complete the EHCP Review Form including outcomes and what has been achieved and any agreed actions/action plan • Once agreed with the Local Authority add the completed Annual Review Report to the student's profile on Provision Map • Mail distribution – deal with letters addressed to the SENCO, date stamp, scan and log on CPOMs • Create letters for professionals and parents regarding students. • To minute meetings as and when required and distribute these meeting notes as well as logging on CPOMs. • Complete Vanderbilt Questionnaires – email relevant teachers to confirm any changes in behaviour, etc., SENCO to review and add any further details • Produce Passes for students only if evidence is available and gain final approval from the SENDCo. Arrange distribution with Directors of Achievement and update the shared student pass spreadsheet. • Coordinate school immunisations for all year groups in conjunction with the relevant Director of Achievement. Arrange for immunisation information to be added to the School Website and calendar. • Assist in the completion of ASD questionnaires from GP's – liaise with the SENCO and relevant Teachers • Maintain the SEND register and ensure that Arbor (MIS) aligns accurately with the register. • Maintain student files for LAC and SEND students for all year groups • Book training courses for the SEND team as required • Maintain an up-to-date list of SENCOs for the Primary Feeder Schools for Transition • Book meeting rooms for the SEND team as appropriate. • Book meeting rooms for external agencies on a termly basis -e.g. for Mental Health Support Team weekly student sessions • If required to support the school reception function providing any cover. • Diary management for SENCO in relation to parental and external agency meetings.

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- To meet and greet SEND related visitors to the academy allowing time for relevant colleagues to make their way to reception. This includes parents and external agencies.
- Take initial enquiries from parents/carers and communicate them to the SENDCo as appropriate.
- Communicate information regularly to parents/carers, including coordinating parent/carer meetings and distributing information including, transition information.
- Liaise with parents/carers about appointments and meeting times.
- Prepare relevant documents for EHCP applications, Annual Review meetings and High Needs Funding.
- Ensure all information about students with SEND is recorded and filed correctly so that it is available to teaching staff to support teaching and learning.
- Request and share information about student progress.
- Support the SENDCo in communicating strategies to staff to support High Quality First Teaching.
- Collate data for SEND students' identification, progress, target setting, monitoring and intervention purposes
- This job description is not necessarily a comprehensive definition of the post, and the post holder will be required to undertake other duties appropriate to the grade and character of the work as directed.
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Principal.

JOB REQUIREMENTS:		
	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> • Maths and English GCSE to Grade C or above (or equivalent) 	
EXPERIENCE	<ul style="list-style-type: none"> • Successful experience of working in an administrative role 	<ul style="list-style-type: none"> • Experience in working within agencies dealing with children and families.
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • An understanding and commitment to ensuring complete confidentiality in all matters and adherence to GDPR regulations. 	<ul style="list-style-type: none"> • Knowledge of the education system
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Excellent oral and written communication skills appropriate to the need to communicate effectively with colleagues, parents/carers, students and other professionals. • Good standard of numeracy and literacy skills. • Ability to prepare and write reports and produce factual 	<ul style="list-style-type: none"> • Ability to work flexibly outside normal hours if necessary.

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	<p>and statistical information as required.</p> <ul style="list-style-type: none"> • Ability to proficiently use office computer software including word processing, spreadsheet, database, and internet systems. • Ability to build and form good relationships with students, parents/carers, colleagues, and external agencies including social workers and the police. • Ability to work constructively as part of a team, understanding school roles and responsibilities including own. • Ability to maintain confidentiality at all times • Ability to act on own initiative and to prioritise own workload to effectively meet deadlines • Flexible and adaptable • Good organisational skills and ability to produce work accurately others 	
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice	
OTHER REQUIREMENTS	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.