

## Job Description

### SEN & SAFEGUARDING ADMINISTRATOR

<b>REPORTING TO:</b>	SENCo
<b>DEPARTMENT/LOCATION:</b>	Grafham Grange
<b>HOURS OF WORK</b>	36 hours per week, term time only (Plus Inset Days)
<b>SALARY SCALE</b>	R4, scale points 19 – 26 Actual: £22,522.38 - £24,928.58 per annum (FTE: £26,302.00 - £29,112.00 per annum)

#### JOB PURPOSE AND SCOPE:

- Be responsible for the organisation and co-ordination of the Education Health Care Plan (EHCP) review process and for ensuring that annual reviews and all related activities are completed to the highest quality and within statutory requirements.
- To provide administrative support to the SENCo & DSL.
- To support teaching and learning by providing high quality administrative support as part of a committed and flexible administration team.

The SEN Administrator will be expected to work under the direction of the SENCo and the Senior Leadership Team.

#### KEY DUTIES:

##### Annual Reviews:

- Manage the administration of the EHCP review process including scheduling of annual reviews, gathering of reports from school staff and completion of annual reviews in line with statutory timeframes. Arrange interim and emergency annual reviews as required.
- Co-ordinate and communicate the EHCP and annual review process to stakeholders and staff.
- Produce and communicate the annual review schedule to all staff.
- Prioritise caseload and produce invitations for annual reviews, prepare annual review paperwork, including amendments to EHCP reports, in line with school and statutory timeframes.
- Collate, proof read and send out accurate reports both before and after the annual review meetings in line with statutory timeframes and the SEN Code of Practice.
- Attend more complex review meetings to take minutes and capture actions agreed at the meeting.
- Monitor applications for increased pupil/student funding, liaising with the Local Authority and senior staff as appropriate.
- Ensure that actions agreed at EHCP review meetings are followed up as part of the process including requests for additional funding and any proposed transition.
- Update the transition section of the annual review report as advised by the Heads of Key Stages.
- Communicate effectively, both verbally and in writing, to stakeholders, adapting communication as required.
- Use the school's information systems to input and retrieve information required to support the EHCP review process.
- Gather and securely store the collection of confidential and non-confidential reports from external agencies that are required to complete the EHCP review process in both paper and electronic format.
- Under the direction of the SENCo, implement changes and updates to the EHCP review process.
- Provide administrative support to the SENCo in responding to tribunal and appeal hearings.
- Provide administrative support to the SENCo around the development of projects in the SEN area.
- Provide support and advice to staff regarding the annual review and associated processes.
- Establish good working relationships and communication with agencies, professionals and families by acting as the primary contact for SEND queries.
- Archive EHCP review paperwork in line with OHCAT's information retention policy.

## **SAFEGUARDING**

- Provide administrative support for the DSL
- Be the gatekeeper for MyConcern, updating safeguarding records and sharing appropriate information with the safeguarding team when necessary
- Train to Level 3 Safeguarding
- Manage the agenda for the weekly safeguarding meeting
- Take minutes at the weekly safeguarding meeting

### **SIMS Data Management:**

- Be proficient in the relevant aspects of the use and management of SIMS, undertaking training as required and authorised.
- Complete the SIMS end of year and new academic year procedures, including recording Year 11 leavers, allocating student timetables, creating SIMS annual promotional path and new academic year, preparing CTF's for transfer to new education setting if appropriate.
- Complete other database management procedures as required, including maintenance of system tables, bulk updates and housekeeping.
- Manage data entered on to the SIMS system, ensuring that reporting requirements in line with guidelines set out by the Department of Education are met.
- Manage the SIMS data integrity to ensure that the school censuses and other priority reports can run effectively.
- Maintain a high level of systems knowledge by undertaking training as required.

### **Other:**

- Have a good working knowledge of the school's management information systems, including MyConcern, and Classcharts as well as other administrative systems.
- Work under the direction of the SENCo and the school leadership team to deliver a comprehensive range of administrative tasks to a high standard.
- Support the Receptionist with answering the telephone and meeting and greeting families and other visitors as necessary at busy times, dealing with all telephone calls promptly and in a professional manner, providing support and advice where required and passing on messages as soon as practicable.
- Give information and assistance on school matters, as appropriate, to parents, pupils/students, staff, LA's and other schools.
- Maintain confidentiality at all times, ensuring compliance with GDPR as regards handling and storage of data as some information handled will be of a sensitive nature and some will be covered by the Data Protection Act 2018.

### **Functional Links:**

School staff, pupils and students, families, professionals and local authority departments, including SEN teams, tribunal officers, health & social care and CAMHS.

*This is not an exhaustive list of duties and responsibilities and the post holder may be required to undertake other duties that fall within the grade of the job, in discussion with their line manager.*

*The content of this job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.*

*The post holder is expected to comply with all relevant Orchard Hill policies, procedures and guidelines, including those relating to Equal Opportunities, Safeguarding Children and Vulnerable Adults, Health and Safety and Confidentiality of Information.*

## SEN Administrator

### Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form. If you are selected for interview you may be asked also to undertake practical tests to cover the skills and abilities shown below.

Criteria <i>Key - Essential = E, Desirable = D</i>	
<b>EDUCATION/QUALIFICATIONS</b>	
<ul style="list-style-type: none"><li>• Minimum of 5 GCSEs at grade C or above in maths and English.</li><li>• Training and/or qualification in administration / clerical or related activities to level 3</li></ul>	<div>E</div> <div>D</div>
<b>KNOWLEDGE &amp; EXPERIENCE</b>	
<ul style="list-style-type: none"><li>• Competent with ICT, including MS Office.</li><li>• Advanced knowledge of SIMS data management and its use within a school environment.</li><li>• Excellent knowledge of annual review process for EHCPs in line with the SEN Code of Practice and other relevant sections of the code, including relating to tribunal and appeal hearings.</li><li>• Full working knowledge of relevant policies and codes of practice and awareness of relevant legislation.</li><li>• Experience of working as part of a team and to strict deadlines.</li></ul>	<div>E</div> <div>E</div> <div>E</div> <div>E</div> <div>E</div> <div>E</div>
<b>SKILLS/APTITUDE</b>	
<ul style="list-style-type: none"><li>• Excellent interpersonal and communication skills.</li><li>• Ability to present information in a logical, clear and concise format and to communicate this effectively to colleagues, both verbally and in writing.</li><li>• Ability to work collaboratively with a diverse range of colleagues.</li><li>• Ability to work with autonomy within set boundaries.</li><li>• Self-motivated with the ability to identify priorities quickly and accurately to ensure that deadlines are met.</li><li>• Ability to work under pressure and to strict statutory deadlines.</li><li>• Highly effective organisational and planning skills.</li><li>• Attention to detail.</li><li>• Reliability, confidentiality and integrity.</li></ul>	<div>E</div> <div>E</div> <div>E</div> <div>E</div> <div>E</div> <div>E</div> <div>E</div> <div>E</div> <div>E</div> <div>E</div>
<b>OTHER</b>	
<ul style="list-style-type: none"><li>• Compliance with OHCAT policies</li><li>• Must enjoy working as part of a team, be adaptable and supportive of colleagues</li><li>• Ability to interact with pupils and students sensitively and flexibly, who may communicate through challenging behaviour</li></ul>	<div>E</div> <div>E</div> <div>E</div>
<b>PERSONAL</b>	

<ul style="list-style-type: none"> <li>• Pleasant, professional and proficient.</li> <li>• A positive and flexible approach to work with a 'can do' attitude.</li> <li>• Enthusiasm and drive for working in a school.</li> <li>• Willingness to undertake training, as required and to learn new skills and procedures</li> <li>• Full enhanced disclosure clearance by DBS</li> <li>• Satisfactory References</li> <li>• Excellent attendance and punctuality record</li> <li>• A commitment to equality and diversity, supporting a culture of mutual respect for each other and the environment</li> <li>• Genuine commitment to the ethos and work at St Dominic's School</li> </ul>	E E E E E E E E
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