



JOB DESCRIPTION

Job Title:	SENCO Administrator	Location:	Philip Southcote School
Reports To:	Assistant Headteacher		
Grade:	S5	Salary Range: <i>(Pay Award Pending)</i>	£20,367-£22,320 (Actual) £23,675-£25,484 (FTE)
Employment Status:	Permanent	Hours of Work:	36 hrs/week 39 wks/year
School Vision: Philip Southcote School is committed to:- <ul style="list-style-type: none"> • Empowering young people to become responsible adults; respecting themselves, others and the wider community • Providing a safe, trusting and respectful learning environment where the Southcote Community promotes life-long learning 			
Job Purpose: <ul style="list-style-type: none"> • To provide comprehensive administrative support to our SENCOs at Philip Southcote School • To fully support the KS 3, 4 and 5 SENCOs in the efficient, effective management and administration of EHCP (Educational Health Care Plan) reviews, annual reviews and parent meetings. • Coordinating EHCP Admissions on behalf of the school. 			
Key Tasks and Accountabilities: <ul style="list-style-type: none"> • You will be responsible for the day to day running of the SENCO office, answering the telephone, typing letters and other general admin duties as required. • Preparing letters and paperwork to be sent to parents and external agencies on behalf of the SENCO's • Ensuring all paper and electronic pupil files are kept up to date • Support the SENCO's and Headteacher with the admin associated with admissions of new pupils, tribunals, and appeals. • Support the SENCO's to oversee the management of Interventions and Provision 			
All school staff are expected to:- <ul style="list-style-type: none"> • Work towards and support the school vision and current school objectives as outlined in the School Development Plan • Support and contribute to the school's responsibility for safeguarding students • Work within the school's Health and Safety Policy to ensure a safe working environment for staff, students and visitors • Work within the Disability and Equality Scheme to promote equality of opportunity for all students and staff, both current and prospective • Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues • Engage actively in the appraisal process • Undertake other reasonable duties related to the job purpose required from time to time 			

PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

E = Essential to carry out role to minimum

D = Desirable but not essential to carry out the role

Qualifications:
Good GCSE qualifications in Maths and English or equivalent relevant qualification (E) Proven experience of examination administration in a school-based environment or willingness to learn (D)
Experience
Substantial experience of working in an office environment, managing a team of staff (D) Experience of managing multiple priorities (E) Experience of project management (D) Experience of dealing with children (D)
Knowledge, Skills and Abilities
Strong organisational, interpersonal and communication skills (E) Ability to use own initiative to identify issues, problem solve and implement solutions (E) Ability to interpret information and devise policy or practice (D) Ability to support other staff effectively (E) Ability to work quickly and efficiently with minimum supervision but as part of a team (E) Ability to persuade, motivate, negotiate and influence (D) Ability to work constructively as a team, understanding school roles and responsibilities and the post holder's position within these (E) Ability to self-evaluate learning needs and actively seek learning opportunities and CPD (D) An ability to analyse data and evidence of higher-level ICT skills (D) An ability to consult and share decision making with the senior team (D)
Personal Qualities:
A flexible approach to work (E) A sense of responsibility (E) Tact and diplomacy (E) Integrity (E) The ability to remain calm in stressful situations (E) Personal resilience and emotional strength (E) A sense of humour (E)

How to Apply

Thank you for your interest in this role. We look forward to receiving your application. Interested candidates should be aware that the closing date for applications is **midday Monday 5th June**, however prompt applications are encouraged as we reserve the right to close this vacancy early if sufficient applications have been received.

Candidates should note the intended date for interviews is **Monday 12th and Tuesday 13th June 2023**.

The following guidelines are designed to help you submit a job application in line with our requirements. Please ensure that you comply with the instructions below as, if you do not, the panel may not shortlist you. If you require clarification or have any questions regarding the application process, please contact Emma Broughton on 01932 562326 or emma.broughton@philip-southcote.surrey.sch.uk

Application Form

Please complete all the sections of the form in full, giving as much detail as possible. Once completed, you must sign and date the application form to confirm that the information and any attachments are correct. Please note that CVs will not be accepted.

Shortlisting

Shortlisting will be completed as soon after the closing date as possible. Shortlisted candidates will be contacted by telephone and email. If you have not heard from us within two weeks of the closing date you should assume that you have not been shortlisted for interview.

Interviews

Interviews will be held at Philip Southcote School. Candidates may be required to complete a test or exercise relating to point(s) of the job description and criterion/criteria of the person specification.

Candidates who are invited for interview will be required to provide proof of their eligibility to work in the UK by producing verifiable documents. Candidates will be required to bring some photo ID with them on the day of the interview e.g., valid passport, driving license or identity card.

References for shortlisted candidates

All referees whose details are included on the application form will be contacted before the interview unless you have indicated that you wish otherwise. Appointments will not be confirmed until Philip Southcote School has received two satisfactory references (one must be from your current employer or, if you are not currently in employment, from your most recent employer), confirmation of your fitness for employment, an enhanced Disclosure & Barring Service disclosure and confirmation of your right to work in the UK. Teachers will be required to provide proof of their qualifications (degree certificate(s), QTS).

Disabled applicants

The Philip Southcote School welcomes applications from disabled people. If you require any adjustments to enable you to attend the interview, please ensure you have provided this information on your application form. If you are called for interview, please discuss any adjustments you may require to carry out the duties of the role with the interview panel so appropriate arrangements and any adjustments can be made if necessary.

(Under the Equality Act, a disability is defined as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.)

Equality, Diversity and Inclusion

Philip Southcote School is committed to equality of opportunity for all colleagues, pupils and other stakeholders. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Medical

As part of the pre-employment checks that are undertaken for this role, you will be asked to complete a Pre-Employment Medical Questionnaire. The questionnaire is confidential, and is screened by our Occupational Health Department, who will ensure that you are medically fit for this role before being formally offered the position.

Safeguarding

At Philip Southcote School the welfare of children is paramount in all the work we do and in all the decisions we take. Successful applicants will be subject to stringent safer recruitment processes, including an Enhanced Disclosure and Barring Service ('DBS') check. As with all posts, the successful applicant will be required to provide proof of their right to work in the UK and, if they have lived abroad, overseas police clearance/s will need to be sought

Transport

You must be able to meet the travel requirements of the post