



SEND Administration Assistant

Salary / grade range	<p>B2 SCP 6-7 £22,255 - £22,609 (actual salary based on 37 hours per week)</p> <p>Term Time Only (39 working weeks) which includes all INSET days</p> <p>Proposals for part-time hours or job-sharing will be considered for the right candidate; please specify your preferred hours in your application.</p> <p>N.B. From September 2025 students at Co-op Academy Leeds have a two week half term, for Support Staff, this additional week will be made up through use of 'Plus Hours'.</p>
Location	Co-op Academy Leeds
Reports to	Assistant SENDCo

Purpose of role:

As a key member of the SEND Team, this role supports the smooth day-to-day operation of SEND provision through efficient administration and effective communication. The post holder will undertake a range of administrative tasks associated with SEND systems, student support, and parental engagement. The role includes acting as a key point of contact for parents and carers, assisting with the coordination of student interventions, and contributing to the wider inclusion ethos of the Academy.

Key accountabilities (and specific duties / responsibilities):

- To assist with the input, updating, and maintenance of SEND-related information on the Arbor MIS system, ensuring data is accurate, current, and aligned with school reporting requirements.
- To be a central point of contact for all parent and carer queries related to SEND, promoting engagement with the school and SEND provision including;
 - Promoting attendance at SEND meetings, drop ins and parents' evenings, including sending reminders and following up with families where needed.
 - Ensuring families can access information particularly where there may be a language barrier or other access need.
- To help maintain a calm and supportive presence within the SEND department, including light student supervision and helping facilitate student interventions through relevant administrative duties such as:



- Monitoring SEND support communication channels (e.g., SEND phone and radio) and ensuring appropriate staff are deployed to provide in-school support.
- Supporting the administration and delivery of student interventions by sending reminders to staff regarding student intervention times and collecting students from lessons as required and escorting them to sessions.
- Logging behaviour incidents on Arbor and informing parents.
- Supporting the supervision of SEND social areas before school, break and lunch times.
- To provide administrative support to the Assistant SENCO and Assistant Headteacher for SEND, ensuring systems and procedures are carried out consistently and in line with Academy policy, including but not limited to:
 - Compiling documentation for EHCP applications, annual reviews, referrals to external agencies, and other SEND-related reports.
 - Supporting administration of exam access arrangement paperwork.
 - Updating student passports with advice from external agency reports, assessments and the SEND team.
 - Assisting with the filing and management of confidential SEND records and the destruction of outdated files in accordance with retention schedules.
 - Supporting transition processes for Year 6 to Year 7 and Year 11 to Post-16, including collation and secure transfer of relevant SEND documentation.
 - Collating teacher feedback for SEND students by distributing round robin requests, compiling responses, and ensuring relevant information is shared with the SEND team for review and planning.
 - Arranging meetings with external agencies and professionals on behalf of the Assistant SENCO or Assistant Headteacher for SEND
 - Sending out parental communications including reports, letters, and meeting invitations in a timely and professional manner.
 - Managing the SEND Leadership Team shared inbox and triaging messages to the appropriate team member.
 - Promoting attendance at SEND meetings and parents' evenings, including sending reminders and following up with families where needed.
 - Supporting the administration of assessment and progress tracking tools, such as Bsquared or similar systems.
 - Collating and recording parent and student voice feedback using agreed tools, ensuring views are documented and accessible for SEND reviews and planning.
 - Coordinating and sharing information on upcoming SEND events and SEND-specific parent engagement opportunities, such as coffee mornings or parent drop-ins.
 - To promote SEND related celebration days through sharing dates on whole school staff calendar and promoting these dates through internal communication channels.
 - To place orders through the Academy finance system, under direction from the SEND Leadership Team.



- Be a designated First Aider (Training will be provided) and the first port of call for any first aid needs in the SEND department.
- Be aware of your responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Co-operate with all issues to do with Health, Safety and Welfare

Performance Measures

- Effective and efficient administrative systems in place to support the SEND team.
- Positive working relationships with parents and carers, reflected through increased engagement in SEND events and meetings.
- Interventions are well supported and students attend sessions promptly.
- Accurate and up-to-date SEND records maintained in line with school policy.
- Timely and professional communication with all stakeholders.
- Student and parent voice data collected and available to inform planning.
- A calm, welcoming presence in the SEND area at all times.

The above list is not exhaustive or exclusive. The role requires the post holder to be professional, cooperative and flexible in line with business needs of the Academy and Trust; and

General

- Compliance with all school policies and procedures, including the safeguarding and child protection policies and prevent duty.
- To contribute to the smooth operation of the Academy through the duty system.
- Develop positive working relationships with all staff.
- To engage actively in performance management review(s).
- To take part in the Academy's staff development programme by participating in arrangements for further training and professional development.
- Be a visible, proactive presence around the Academy, promoting positive behaviour and ensuring the smooth day-to-day running of the academy.
- Model Co-op Academies Trust's co-operative values and behaviours.

The post holder is required to undertake additional such duties as may be reasonably expected within the scope and grading for the post.

The duties outlined in this Job Description may be modified by the Headteacher to reflect or anticipate changes in the job commensurate with the scope and grading of the post.

This job description will be reviewed as appropriate and may be subject to amendment or modification at any time. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties.



Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)
Qualifications <ul style="list-style-type: none"> GCSE Grade C or an equivalent qualification in Maths and English Relevant ICT or Business Administration qualification 	Desirable	A
Experience <ul style="list-style-type: none"> Experience of working within an office environment Experience of dealing with the public/customers in frontline situations An understanding of the role played by adults in safeguarding young people Knowledge of educational administration procedures Experience of providing administrative support for SEND procedures and systems Knowledge of school information database such as Arbor Excellent organisational and administrative skills Excellent oral and written communication skills 	Desirable Desirable Desirable	A / I A / I I I A / I I A / I
Skills, Ability, Knowledge <ul style="list-style-type: none"> Good telephone manner Able to build relationships with young people and adults Ability to be discreet and keep confidentiality Excellent ICT skills Accuracy and attention to detail An ability to communicate effectively with the full range of stakeholders Excellent presentation skills Sensitivity to the varying needs of young people Resilience and tenacity 		A / I I I I I I I I



<ul style="list-style-type: none"> • Flexible and adaptable • Strong educational principles, centred on total inclusion and equality • High levels of emotional intelligence, honesty and integrity 		A / I A / I i
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Able to use initiative • Ability to work constructively as part of a team • Ability to set and maintain standards as a role model for students • Willingness to participate in the wider life of the school • A commitment to personal professional development 		A / I I A / I I A / I

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.