

Job Description

Job Title: SEN Administrative Assistant

Responsible To: Directly responsible to the SENDCo

Responsible For: No other members of staff

Hours: Hours per week to be negotiated (working across 4 or 5 days), 39 weeks per year

Salary: LPT 4

Job Purpose:

To ensure that an effective and efficient secretarial and administrative service is provided to ensure the professional running of the Send and Inclusion Team at George Abbot School.

Main Duties:

Work under the direction of the SENCo; actively supporting school policies. The principal accountabilities of the role are set out below but they are not intended to reflect an exhaustive list of duties.

- To provide administrative and secretarial support to the SENCo and SEND and Inclusion Team.
- To liaise with external agencies and parents, in conjunction with the SENCo and SEND and Inclusion Team, including referrals, appointments and reports.
- To book all meetings and annual reviews (confirmation via letters, email and diary, taking minutes of meetings)
- To order and maintain supply of SEN resources as appropriate
- To administer all paperwork for referrals – scanned and Egressed
- To maintain and update SEN register/SIMS and Provision Map
- To undertake the transition of all SEN files, coping and sending securely to new schools
- To review and develop your own professional practice in liaison with the SENDCO.
- To actively safeguard and promote the welfare of students.
- To adhere to and understand the school's Safeguarding and Child Protection policy and reporting procedures.
- To adhere to and understand the trust's GDPR policy.

May 2023

Person Specification

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Selection Criteria	Assessment Method
Qualifications/Experience	
<p>Essential:</p> <ul style="list-style-type: none"> ▪ Good standard of education –including GCSE in English and Maths. ▪ Excellent communication skills both written and verbal. ▪ Previous experience in a similar role. <p>Highly Desirable:</p> <ul style="list-style-type: none"> ▪ Competent working knowledge of Microsoft Office Packages, particularly Word and Excel and Outlook. ▪ Experience of working in a school environment. 	<p>Application form Certificates</p>
Knowledge, Skills and Personal Qualities	
<p>Essential:</p> <ul style="list-style-type: none"> ▪ An interest in young people and an understanding of their difficulties. ▪ Knowledge of the school environment. ▪ Good communication skills both written and verbal with the ability to communicate with a wide variety of people and age groups. ▪ Attention to detail and accuracy. ▪ Good organisational skills with the ability to prioritise and follow instructions. ▪ Good computer literacy and accurate keyboard skills. ▪ To work effectively as part of a team, complementing the work of existing colleagues. ▪ Ability to work well under pressure. ▪ Ability to respond flexibly to meet changing and challenging priorities throughout the working day. ▪ A professional approach supported with a due regard for discretion and the need for confidentiality. ▪ Personal presence, confidence, patience, sensitivity and maturity of approach. <p>Highly Desirable:</p> <ul style="list-style-type: none"> ▪ Working knowledge of SIMS. ▪ Knowledge of provision mapping advantageous. 	<p>Application form Personal statement References In-tray exercise Interview</p>