

## CONTEXT SHEET

<b>JOB FAMILY</b>	<b>BUSINESS SUPPORT</b>
<b>ROLE</b>	<b>SEND Administrator</b>
<b>GRADE</b>	<b>6</b>
<p><b>What will your role be in addition to the duties in the Job Description?</b></p> <p>To work as part of the SEND team, liaising with the SENDCo and Assistant SENDCo to develop and maintain administration systems relating to students who are accessing the department, including observing statutory requirements in this area.</p> <p>To ensure effective administration support is provided, working to set deadlines.</p> <p>To assist in the provision of an effective, flexible and responsive administrative service to the school. Deal with visitors, telephone calls and staff/student enquiries courteously and efficiently.</p> <p>Follow the school's data protection and retention policies at all times.</p>	
<p><b>Specific duties?</b></p> <ul style="list-style-type: none"> <li>• To provide administration support for the SEND team.</li> <li>• To coordinate and produce letters alongside the SENDCo.</li> <li>• To facilitate the EHCP review process and associated paperwork, assisting with statutory assessments/agency referrals, as required.</li> <li>• To maintain SEND student files.</li> <li>• To create/produce resources to aid students and ETA classroom support, as needed.</li> <li>• To maintain databases and monitor trackers, as required.</li> <li>• To update the SEND register on SIMS and update linked documents.</li> <li>• To collate and send data to post-16 education providers, complying with GDPR.</li> <li>• To support with Provision Map, as required.</li> <li>• To provide admin support to any in-house testing as directed by the SENDCo.</li> </ul>	

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- To provide support in relation to SEND students during transition week in liaison with the SENDCo and Year 7 Achievement Coordinator.
- To update CPOMS as directed by the Assistant Principal – SEND/Safeguarding.
- To support and liaise with the Pastoral Administrator in relation to admissions of SEND students.
- To monitor, record and issue IT equipment to SEND students.

### *Other*

- To provide a friendly, customer focused, and professional service to all visitors and callers. Including providing advice and taking action where appropriate. This may involve signposting to other staff.
- To answer both internal and external telephone calls, dealing with enquiries and taking messages where appropriate, ensuring a friendly, customer focused and professional service is given.
- To deal courteously and efficiently with all staff/student/external agency enquiries.
- To provide other word processing and administrative services.
- To support the processing of Subject Access Requests, as required.
- To minute meetings - documenting information and providing robust minutes, as required.
- To provide cover for other staff in the school office as appropriate.
- To undertake corridor duties on a daily basis to support the movement of students around the school.
- To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the post holder's line manager.

**RESPONSIBLE TO: PA to the Principal**

**RESPONSIBLE FOR: None**

<b>Context Reference No</b>	<b>SS/BS06/Ad</b>
<b>Context Prepared / Amended</b>	<b>July 2024</b>