

ERB Administrator

Hours: 37 hours per week 40 weeks per year

Purpose of the Role

- To be responsible for the organisation and administration of all areas relating to the ERB in Liaison with Director of Learning.
- To work with ERB and SEND staff, teachers, parents and all stakeholders to ensure that pupils supported by the ERB have appropriate access to the curriculum and school life.

Line management / Key relationships

- The post is line managed by the Director of Learning Enhanced Resource Base.
- The role involves regular liaison with other teaching and support staff in school, parents and families and outside professionals.
- The post holder will develop effective working relationships with key external agencies including Psychologists, Occupational Therapist, Physiotherapists and Speech and Language therapists, Derby City and Derbyshire SEND Team and the Derby City transport Team.

Key Duties

Responsibilities

- Be the first point of contact for parents and outside professionals relating to students in ERB.
- Ensure that all information is treated confidentially and to have absolute discretion at all times, complying with the school's data protection procedures.
- To be committed to the safeguarding and promotion of the welfare of children and young people.
- Line Manage Resource Technician.
- Such other responsibilities allocated which are appropriate to the grade of the post.

Organisation:

- Organisation and management of EHCP process in line with Code of Practice, including preparation of paperwork, statutory report writing, etc.
- Liaison with Hospitals to ensure all students have up to date medical information.
- Preparation of individual costed provision maps and bids for additional funding to the local authority to meet outcomes on EHCPs.
- Day to day oversight of lunch and break duties.
- Administration of the department timetable to ensure best use of resources to meet need in Liaison with DoL ERB.
- Day to day administration of the timetable
- Organisation of exams timetable for students in ERB including extra time and access arrangement implementation
- Organisation of department briefings.

- Management of the department diary for professional visits.
- Liaise with Derby City transport and Taxi companies including returns to Derby City Transport
- Liaison with LA SEND team about placements and funding for pupils allocated to ERB
- Liaison with MAT about funding for pupils
- Liaison with primary schools regarding transition or potential new students.

Administration

- Dealing with incoming and outgoing post.
- Dealing with telephone and face to face enquiries in an efficient and professional manner.
- General administrative duties such as photocopying, filing, emailing and completion of routine forms.
- Administration of Health and Safety in department including Personal Emergency Evacuation Plans, individual risk assessments and Personal Care Plans.
- Administration of access arrangements for internal and external exams.
- Note taking in department meetings and distribution of notes.
- Placing orders and chasing missing orders.
- Administration of maintenance of department equipment.