



Alfriston School

Sports College

Penn Road, Knotty Green, Beaconsfield,
Buckinghamshire, HP9 2TS
Telephone: 01494 673740
Email: office@alfristonschool.com



October 2023

Role:	Educational Health Care Plan (EHCP) Administrator & Cover Coordinator
Salary:	Bucks Pay Range 5 ISN 26-30 £29,192 - £31,684 (Depending on Experience) Pro Rata, Actual Salary £23,016 - £24,981
Contract Type:	Permanent Term Time (39 Weeks) Plus 2 Additional Weeks
Hours:	30 Hours Per Week (7.30am – 2.00pm Monday to Friday with 30 minute unpaid lunch break)
Start Date:	As Soon As Available

Alfriston is an outstanding Special School with Academy status for 150 girls aged 11-19 with moderate learning difficulties.

We are seeking to appoint a friendly and reliable Educational Health Care Plan (EHCP) Administrator and Cover Coordinator with excellent organisational skills to oversee the EHCP admin process, which includes planning and organising meetings as well as taking minutes at the meetings and providing an efficient admin service for the smooth running of the school. You will also be responsible for arranging daily morning cover for any staff absences or pre planned trips to support the Senior Leadership Team with the functioning of the school.

We are looking for a skilled individual who is energetic, efficient, flexible, with good communication skills and able to multi-task. You will have the ability to work on your own initiative and develop positive relationships with colleagues and working collaboratively with the whole school community.

If you are ready for a new challenge and want to broaden your skillset in this role, we want to hear from you.

To Apply: Please visit our website www.alfristonschool.com to download and complete the application form, please send a supporting cover letter with your application.

All applications are to be sent via email to recruit@alfristonschool.com for the attention of Mrs Ellie Davison.

If you would like to make an informal visit please also contact Mrs Ellie Davison who will be delighted to arrange this for you.

Closing Date for Applications: Monday 13th November 2023 at 12 Noon

Interview Date: Thursday 16th November 2023



Alfriston is an outstanding Special School with Academy status for girls aged 11-19 with moderate learning difficulties and speech and language and communication difficulties. We currently have 150 girls on roll. All the pupils have an Education Health Care Plan and are taught in small groups and with additional support. Our staff are specialist subject teachers and are experienced in working with a range of special needs and abilities.

Pupils attend Alfriston from all over Buckinghamshire and some neighbouring counties. We also have weekly boarding provision for 20 pupils.

We consider the staff team as our most valuable resource. Training and development is a high priority in the school. There is also personal support given to staff to manage the diverse and challenging work needed to support pupils with significant special needs. At present there are 70 staff employed at the school working in the teaching, support, residential and administrative teams. We are proud of the excellent standard of education provided at Alfriston.

WHY WORK FOR ALFRISTON SCHOOL?

Alfriston School is based in Beaconsfield. The school benefits from outstanding modern facilities, all of our classrooms are fully equipped with interactive screens and access to class sets of laptops or iPads. All teachers are provided with a laptop that is renewed every three years. The school enjoys a recently modernised performing arts and music facilities that include the use of a dance studio, sound/recording studio and performance space, along with our exceptional sports facilities that caters for a range of indoor and outdoor activities including mountain biking, trampolining, cycling, football and many others. The school also enjoys use of its spacious swimming pool designed by a bespoke architect, as part of an upgrade of the sports facilities at Alfriston, the architects developed a concertina-like roof structure that echoes the shape of the pitched roofs on other buildings in the area causing minimal sound reverberation which is beneficial for the use of our students with their Special Educational Needs.

Staff often remark that Alfriston it is a great place to work. Staff retention is high which we think reflects the supportive and friendly environment in which we work. Our pupils are inspirational and full of potential. Staff feel they are people *"You just want to be with!"* Having been rated 'outstanding' by Ofsted in July 2013 it was noted "The excellent personal and academic opportunities offered ensure that the school makes a huge difference to the lives of students. As a result, all groups achieve outstandingly well from their individual starting points."

The school culture of teamwork and aspiration is reflected in the report where it states "The headteacher has a very ambitious vision for the school. Senior leaders and managers place a significant focus on improving staff performance through regular high-quality training and checks on their work. The governing body makes an excellent contribution to the school's effectiveness and work tirelessly to raise achievement through its regular visits to check teaching and learning."

Alfriston offers a wide and diverse range of professional development opportunities for staff, including the opportunity to train with Astra School Centred Initial Teacher Training (SCITT), a local Ofsted-outstanding school-centred teacher training provider.

Alfriston School also offers staff:

- A friendly working environment
- Supportive and caring colleagues
- Excellent opportunities for professional development
- Onsite parking
- Transport links (Chiltern Line and close to the M40)
- Discount on hire of selected school facilities
- Close to local amenities





Job Description

Position: Educational Health Care Plan (EHCP) Administrator & Cover Coordinator Reporting to: Senior Leadership Team

Job Purpose:

- Be responsible for the organisation and co-ordination of the Education Health Care Plan (EHCP) review process and for ensuring that annual reviews and all related activities are completed to the highest statutory requirements.
- To organise daily cover for absent staff under the direction of the Deputy Headteacher / Headteacher.

EHCP Administrator Responsibilities:

- Organise a timetable for the annual reviews of EHCPs at the start of the academic year, liaising with all professionals involved to ensure a multi-disciplinary approach.
- Manage the administration of the EHCP review process including scheduling of annual reviews, gathering of reports from school staff and completion of annual reviews in line with statutory timeframes.
- Arrange interim and emergency annual reviews as required.
- Co-ordinate and communicate the EHCP and annual review process to stakeholders and staff.
- Produce and communicate the annual review schedule to all staff.
- Prioritise caseload and produce invitations for annual reviews, prepare annual review paperwork, including amendments to EHCP reports, in line with school and statutory timeframes.
- Collate, proof read and send out accurate reports both before and after the annual review meetings in line with statutory timeframes and the SEN Code of Practice.
- Attend more complex review meetings to take minutes and capture actions agreed at the meeting.
- Ensure that actions agreed at EHCP review meetings are followed up as part of the process including requests for additional funding and any proposed transition.
- Update the transition section of the annual review report as advised by the Heads of Key Stages.
- Communicate effectively, both verbally and in writing, to stakeholders, adapting communication as required.
- Use the school's information systems to input and retrieve information required to support the EHCP review process.
- Gather and securely store the collection of confidential and non-confidential reports from external agencies that are required to complete the EHCP review process in both paper and electronic format.
- Provide support and advice to staff regarding the annual review and associated processes.
- Establish good working relationships and communication with agencies, professionals and families by acting as the primary contact for SEND queries.
- Keep abreast of any updates in technology, including systems used internally.

- Undertake any other duties and responsibilities from time to time that may be reasonably required by the Headteacher.

Cover Coordinator Responsibilities:

- Receive calls and emails from staff regarding their absence.
- Organise daily cover for absent staff, planned absences for school trips/training.
- Make full use of the school calendar and ensure that all future events that require cover/timetable changes are identified, prioritised and planned for accordingly.
- Inform staff of their cover responsibilities each day.
- Produce a daily timetable for staff covering as necessary.
- Manage and administer delivery of cover work from absent staff.
- Maintain and administer cover data for the school, including levels of cover undertaken by individual members of staff.



Person Specification

Criteria	Essential	Desirable
Experience & Knowledge		
Working in a Special School or Mainstream School		✓
Knowledge of Special Educational Needs		✓
Excellent knowledge of the annual review process for EHCPs in line with the SEN Code of Practice and other relevant sections in the code, including relating to tribunals and appeal hearings.	✓	
Experience of working as part of a team and to strict deadlines.	✓	
Competent with ICT, including MS Office	✓	
Knowledge of a school data management system; SIMS, Arbor or similar.	✓	
Skills		
Ability to work under pressure and to strict statutory deadlines.	✓	
Self motivated with the ability to identify priorities quickly and accurately to ensure that deadlines are met.	✓	
Highly effective organisational and planning skills with excellent attention to detail.	✓	
Reliability, confidentiality and integrity.	✓	
Show resourcefulness; manage own time effectively and be able to prioritize work and meet deadlines.	✓	
Excellent ICT and telephone skills; observing confidentiality as required.	✓	
Able to manage information effectively, ensuring that this is up to date and discharged appropriately.	✓	
Work well with other people, be able to deal equally professionally, politely and effectively with pupils, parents, colleagues and other professionals.	✓	
Excellent communication skills, communicating clearly and well to a range of people both face to face and via the phone or electronically. Be able to listen carefully, advise professionally and respond to feedback, keeping accurate records.	✓	
Personal Qualities		
Confidentiality, tact and discretion combined with a calm personality and sound judgement	✓	
Enthusiastic and approachable	✓	
Positive and friendly personality	✓	
Flexible and adaptable (to work and time)	✓	
Commitment to professional development	✓	
Hardworking and conscientious	✓	
To show loyalty and commitment to the school	✓	

School Ethos

Be able to demonstrate an understanding of the school's responsibility for child protection and safeguarding.

✓

This school is committed to safeguarding and promoting the welfare of children which will be reflected throughout recruitment. The selected candidate will be required to provide suitable references and undergo an enhanced Disclosure and Barring Service (DBS) check before taking up the post.