



Job Description

Job Title:	Administrative Assistant (SEND)
Department:	SEND
Reporting to:	SENDCO
Grade:	NJC Scale Point 5 - 6

General Description

To provide, clerical and administrative support to the SEN Department and to support the SENCO and Assistant SENCO with the management of identified students with special educational needs and difficulties (SEND) through multi agency and home / school liaison.

Key Tasks:

- To provide a high-quality administrative and clerical support to the SEND leaders.
- To provide friendly, professional and effective first point of contact in the SEND department for callers, students and staff and outside agencies, signposting calls as appropriate.
- To communicate effectively with parents, carers and other professionals (all staff and outside agencies) in relation to SEND.
- To carry out all related administrative duties as directed by the SENCO, including taking minutes at meetings, updating pupil files, providing visual timetables and updating records.
- To maintain an up-to-date register of pupils who have SEND or are monitored through SEND systems.
- To input data to enable effective tracking of progress.
- To provide administrative support for the transition of the new intake in September and year 11/13 exit.
- To support with development of the SEND timetable.
- To co-ordinate the SEND review system.
- To provide the administrative support for funding applications and applications for Education and Health Care Plans (EHCP).
- To perform any other administration/clerical tasks that the SENDCO feels are appropriate to maintain the smooth running and efficiency of the SEN department.

General Duties and Responsibilities

- To assist with the SEND set up of any school visits and events and support with the running of any such events.
- To adhere to strict confidential practices in relation to all forms of student information.

Other Duties

- To provide support when required to the SEND leaders.
- To assume other such responsibilities of a similar level as may be required from time to time to ensure the smooth operation of the SEND department.
- To play a full part in the life of the School community, to support the School ethos and to encourage staff and students to follow this example.
- To actively promote the School's policies, engage in the appraisal process and seek professional development opportunities.



All staff are responsible for the implementation of the School's Health and Safety Policy as far as it affects them. The post-holder is also expected to monitor the effectiveness of the health and safety arrangements to ensure that appropriate improvements are made where necessary.

All staff are responsible for promoting and safeguarding the welfare of the children and young people that they come into contact with during the course of the day.

In addition to these specific responsibilities the post-holder may be required to undertake any additional responsibility that might reasonably be deemed to be part of the job.