



## **Job Description & Person Specification**

**SEND Administrator**



## SEND Administrator

**Salary: Scale 3**

**Purpose of the post:** To provide confidential administrative support to the SEND Department, including the preparation of confidential reports and documents.

### **SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES:**

#### **KEY AREAS**

#### **DUTIES**

- Work as part of a team to maintain high standards of written documentation including regular daily tasks such as ensuring SEND files are managed effectively and to a high standard.
- Collate all new SEND entrant information at the start of Year 7 and other new SEND starters throughout the year ensuring that information is up to date and accurate
- Ensure that team meeting minutes are accurately recorded and distributed to staff
- Advise main reception of any meetings taking place on a daily basis
- Oversee the SENDCO's diary to ensure effective use of time
- Coordinate and book in student reviews
- Arrange and organise all SEND meetings ensuring a speedy and efficient distribution of paperwork prior to and after review meetings and ensuring that outside agencies are invited as appropriate
- Answer the office telephone providing a single point of contact for the SENDCO
- Manage the resources across the SEND department within the constraints of the departmental budget
- Prepare purchase orders and liaise with finance section to ensure best value.
- Work closely with the IT department to update SEND Information on the website
- Develop a pro-active approach to maintaining the SEND information on SIMS by carrying out regular updates ensuring that this information is accurate and liaising with the SIMS Manager.
- Maintain the SEND filing system in the school, performing routine updates and additions
- Routinely check SEND students' main files for additional information files
- Liaise with Wheelchair Services regarding wheelchair maintenance
- Distribute documents from outside agencies as directed by the SENDCO where appropriate
- Help to implement the timetable of support for students with SEND
- Any other SEND related tasks which are needed to be completed commensurate to the grade of the post.

#### **General**

- To have due regard for data protection, confidentiality and health & safety policies.
- Plan, organise and carry out work to strict deadlines including prioritisation of own workload, referring queries as necessary to the SENDCO
- To undertake appropriate training as required.

- To undertake any other duties which may be assigned to the post from time to time as directed by the Head of School.

## **Job Activities**

### **General**

- To undertake such other duties related to the work of the department appropriate to the post, as may be assigned
- To fulfil personal requirements, where appropriate, with regard to school policies and procedures, health, safety and welfare, emergency, evacuation and security
- To take responsibility for promoting and safeguarding the welfare of students in the school
- To work positively and inclusively with colleagues so that the School and Trust provide a workplace and deliver services that do not discriminate against people on the grounds of their age, sexuality, religion or belief, race, gender or disabilities.
- To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities.

# Person Specification

Attributes	Essential	Desirable	How identified
Relevant experience	<ul style="list-style-type: none"> <li>• Experience of working in an administrative support role</li> <li>• Experience of providing diary planning for a number of staff</li> <li>• Sound knowledge and experience of PC based applications</li> <li>• Experience of working with confidential and sensitive information</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school environment</li> </ul>	Application Form/ Interview
Education and training	<ul style="list-style-type: none"> <li>• Sound educational background including minimum grade C in GCSE Maths and English or equivalent</li> <li>• Numerate/literate</li> <li>• Willingness to undertake further training</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of current issues in the Education sector</li> </ul>	Application Form/ Interview
Special knowledge and skills	<ul style="list-style-type: none"> <li>• Good practical skills in using Microsoft Office including Word, Excel and PowerPoint</li> <li>• Good communication skills (oral and written)</li> <li>• Excellent time management, administration and organisation skills</li> <li>• Ability to be flexible</li> <li>• Good team player/excellent interpersonal skills</li> <li>• Ability to use own initiative and prioritise effectively</li> <li>• Willingness to develop professionally and undertake any necessary training</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid at work certificate</li> <li>• Experience of SIMS</li> </ul>	Application Form/ Interview

December 2019

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

