



Notley High & Braintree Sixth Form Job Description & Person Specification SEND Admin Assistant

Responsible to:	SENCO
Contract:	10 hours per week, Scale 3 Point 4 - 5

Job Purpose:	<ul style="list-style-type: none"> To support the admin work in learning support to help raise standards of achievement across all curriculum areas
Duties & Responsibilities:	<ul style="list-style-type: none"> To support the SENCo and Deputy SENCo with ensuring that students' SEN needs are identified, and appropriate provision is put in place. To complete admin tasks as needed for the SENCo and Deputy SENCo. To support the SENCo and Deputy SENCo with maintaining an accurate SEND register and updates to provision map. To initiate and schedule appointments with parents. To support the SENCo and Deputy SENCo with monitoring the intervention provision for students with SEND and evaluate their effectiveness To support with the administration around Exam access arrangements. As necessary, prepare paperwork and applications for EHCP; coordinate and attend annual reviews. To help maintain the medical care plans on provision map. To support attendance and the transition with the upkeep of student files.
General:	<ul style="list-style-type: none"> Take personal responsibility for identification of learning, development, and training opportunities in discussion with your line manager. Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency, and security of information as appropriate. Take personal responsibility for all personal data within own working environment. Ensure that all duties and services provided are in accordance with the Trust's Equality & Diversity Policy. Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All Staff are expected to confirm they have read and understood KCSIE part one, annually each September.



PERSON SPECIFICATION

Qualifications & Experience	
Specific qualifications & experience	<ul style="list-style-type: none"> • Good Literacy and Numeracy skills, with GCSE equivalent in English and Maths, and experience of administration would be desirable, although training would be given
Knowledge of relevant policies and procedures	<ul style="list-style-type: none"> • Good
Literacy	<ul style="list-style-type: none"> • GCSE equivalent
Numeracy	<ul style="list-style-type: none"> • GCSE equivalent
Technology	<ul style="list-style-type: none"> • Essential
Creativity	<ul style="list-style-type: none"> • Essential
Communication	
Written	<ul style="list-style-type: none"> • Essential
Verbal	<ul style="list-style-type: none"> • Essential
Languages	<ul style="list-style-type: none"> • Desirable
Negotiating	<ul style="list-style-type: none"> • Essential
Working with children	
Behaviour Management	<ul style="list-style-type: none"> • Desirable
SEN	<ul style="list-style-type: none"> • Desirable
Curriculum	<ul style="list-style-type: none"> • Desirable
Child Development	<ul style="list-style-type: none"> • Desirable
Health & well being	<ul style="list-style-type: none"> • Desirable
Working with others	
Working with partners	<ul style="list-style-type: none"> • Essential
Relationships	<ul style="list-style-type: none"> • Essential
Teamwork	<ul style="list-style-type: none"> • Essential
Information	<ul style="list-style-type: none"> • Essential
Responsibilities	
Organisational skills	<ul style="list-style-type: none"> • Essential
Time Management	<ul style="list-style-type: none"> • Essential
Creativity	<ul style="list-style-type: none"> • Essential
General	
Equalities	<ul style="list-style-type: none"> • Training provided
Health & Safety	<ul style="list-style-type: none"> • Training provided
Child Protection	<ul style="list-style-type: none"> • Training provided
Confidentiality/Data Protection	<ul style="list-style-type: none"> • Training provided
CPD	<ul style="list-style-type: none"> • Training provided

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills, and grade. This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

Last updated June 2025.