

Job Description	
Role	SEN & Inclusion Administrator
Salary	UCL Academy Scale 4, Spine Point 7 £29,412 pro rata to term time only plus 3 weeks (£27,244.30) per annum.
Reporting to	SEND Manager
Contract Type:	Fixed until 31st August 2024 in the first instance, full-time and term time only

Job Purpose

- To assist in leading and managing the administrative requirements of the SEND team at The UCL Academy.
- To undertake a range of administrative and reception duties to support the Academy to deliver consistent, high quality, integrated and seamless services to staff, visitors and students during the 3 weeks outside of term time.

Main responsibilities

- Ensure that the statutory arrangements for students with SEND are administered effectively and that all parties involved have the necessary information, including the efficient upkeep of student files and records.
- Assist the LEAD SENDCo in providing efficient information systems for all staff with regard to special educational needs within the academy. To have responsibility for keeping such systems up to date.
- Assist with arrangements for visits, for example by outside professionals
- Support multi-agency working and a co-ordinated approach to meeting additional needs through maintaining accurate records of interventions at The UCL Academy.
- Ensure all administration relating to interventions including letters to parents are completed to a high standard.
- Communicate with relevant teachers, Level Leads, Faculty Heads, outside professionals, parents in order to support the completion of any necessary paperwork i.e. referral forms.
- Complete sections of relevant referral forms as required.
- Provide administrative support e.g. photocopying, filing, emailing, completion of routine forms.
- Support the SENDCo's in administrative tasks related to progress data from SIMS for each year group (Training will be provided) – half termly.
- Update Provision Map weekly so that all information is correct and matches the Provisions spreadsheet.
- Support the department in sending out questionnaires to parents, teachers and LSAs and collating information on various interventions ready for data analysis at specific times during the year.
- Collate information from admissions for new entrants to year 7. Assist in sending letters out for the 'Transition program' for year 6 students.
- Gather information from New Year 7 entrants by going through all paperwork for SEND students, eliminating duplicate copies of the paperwork and getting files ready to create pupil profiles. Once relevant information is gathered a pupil profile is created and then updated on Edukey.

- Repeat the above process for all other year groups including external reports and update Pupil Profile on Edukey.
- Scan all reports and upload on to Edukey.
- Review targets on pupil profiles twice a year following annual review.
- Assist in timetabling the access arrangement program for exams at certain times of the year working with the LEAD SENDCo.
- Support the LEAD SENDCo in all administrative tasks related to access arrangement.
- Support the LEAD SENDCo in the identification, planning and review of systems and resources within SEND Department to ensure statutory requirements are met.
- Ensure that SIMS recording system has accurate and up to date information concerning The UCL Academy's SEN students.
- Take minutes at meetings as required by members of the SEND team.
- Undertake professional duties that may be reasonably assigned by the LEAD SENDCo.
- Identify variations from accepted patterns or missing documentation or other unusual aspects and refer them to the LEAD SENDCo/KEY Stage SENCOs.
- Maintain a range of records, e.g. travel/expenses claims, class lists & pupil records, some of which may be confidential.
- Supporting the Inclusion team with reporting or administration as required. **Administrative Support**
- Provide reception and front of house cover including assistance in managing the Academy's enquiries email account, ensuring prompt responses and forwarding of information. To ensure availability for covering, flexibility will be provided to take leave during non-peak exam periods as agreed with the MIS Manager;
- Attend and accurately minute meetings as required. Administer distribution of minutes and any follow-up action;
- Support with administration work to the Academy's Senior Leadership Team (SLT) as requested;
- Undertake general filing and administration for various administration functions including archiving and hard copy/e-copy files;
- Provide general administration support including reprographics, printing and labels;
- Support the data team with any data input as requested, including student data management, end of term reports, parental phone calls, transfer files;
- Provide support to relevant departments by updating and/or advertising displays across the Academy;
-
- Supporting the delivery of general administrative support within the Administration team □ Following standard procedures for security of confidential data and information.

General

The post holder will be required to:

- Support with any other administrative roles when necessary.
- Develop a good knowledge of the work of the Data and Exams Department and Academy policies and procedures;
- To maintain the Academy's expectations and standards;
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, colleagues and external visitors;
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager;
- Adhere to the Academy's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible
- Be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act (1974) and relevant EC directives;
- Work in accordance with statutory GDPR guidance;
- Commitment to the protection and safeguarding of children and young people including undertaking an enhanced DBS check;
- Provide a healthy and comfortable working environment, smoking is strictly prohibited on site;

Job Specification SEN & Inclusion Administrator		
	Essential	Desirable
Qualification	☐ Educated to GCSE level including	

s	English and Maths at grades A*-C or equivalent.	
Experience	☐ At least 2 years' experience of working in an office environment preferably within an educational setting with young people with SEN.	☐ Previous experience of working in a special school or provision.
Knowledge	☐ Knowledge of SEND practices and procedures. ☐ Knowledge and experience of using SIMS.	☐ Willingness to undertake further training, particularly with regard to the SEND function of the School. ☐ Timetabling and diary keeping.

Skills	☐ Excellent numeracy and literacy skills. ☐ Computer literate with good working knowledge and experience of a range of programs including Microsoft Word and Excel and SIMS. ☐ Ability to interpret information and situations in order to solve straightforward problems e.g. by telephone and face to face enquiries. ☐ Ability to work unsupervised and to plan and prioritise effectively. ☐ Ability to cope with conflicting demands, deadlines and interruptions. ☐ Excellent inter-personal skills, ability to work collaboratively in a team. ☐ Good communication with pupils, staff and parents. ☐ Attention to detail, accuracy and determination to complete tasks effectively. ☐ Ability to carry out a wide variety of administrative tasks. ☐ Good note taking skills ☐ Ability to deal in a professional manner with all internal and external contacts ☐ Ability to maintain a high degree of confidentiality and to use discretion in dealing with sensitive information.	☐ Good understanding of school structure.
Other	☐ Knowledge of relevant safeguarding/child protection legislation and best practice ☐ Values and respects the views and	
	needs of children and young people	

This post is classified as having substantial access to children and appointment is subject to an Enhanced DBS police check of previous criminal convictions. Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar from employment – this will depend upon the nature of the offense(s) and when they were recorded.

Signed _____

Date _____