



SANDHURST SCHOOL

JOB DESCRIPTION

Job Title:	SEND Administrator
Hours:	37 hours per week term time only + 10 days non-term time Monday – Friday 8:15 am - 4:15pm (1/2 hour break)
Salary and Grade:	BG-J £20,575 per annum including OLA

JOB PURPOSE

To provide administration support to the SEN Department.

DESIGNATION OF POST AND POSITION WITHIN SCHOOL STRUCTURE

Reports to the School SENDCo

MAIN DUTIES AND RESPONSIBILITIES

Provide administrative support to the SENDCo and wider SEN Team.

- Preparing and updating Annual Review paperwork for all stakeholders, including parents, SENDCo and LA
- Maintain student SEN files, both electronically and in hard copy
- Use of school data management systems like SIMS & SISRA
- Develop and maintain intervention and provision information, using Provision Mapper software
- Collate and maintain timetables for intervention
- Type up meeting notes and file appropriately
- To provide admin support in organising events and meetings
- Produce lists/information/data as required
- Complete administration of student referrals and support the SENDCo in preparing for a range of meetings with external agencies
- Support the administration of the new SRP (Special Resource Provision)
- Excellent communication, organisational and IT skills
- Contribute to the overall ethos/work/aims of the school
- Perform any other reasonable duties as may be required by the SENDCo
- Participate in training and other learning activities and Performance Appraisal as required.

The above list is not exhaustive or exclusive. The role requires the post holder to be professional, cooperative, and flexible, and willing to take on additional responsibilities, as can be reasonably expected of them within the scope and grading of the post.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

SCOPE OF JOB (Budgetary/Resource Control, Impact)

- The post holder does not hold any budgetary responsibilities.
- The post holder should be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality, and data protection and ensure all concerns are raised in accordance with this policy