

Job Description

Job title: SEND Administrator
Reports to: SENCO
Location: Strood Academy

Job Purpose

The purpose of the SEN Administration Assistant post is to:

- Provide a comprehensive range of high quality administrative support within the busy SSWB Faculty to ensure that all aspects of the day to day activities operate efficiently and effectively
- Support SENCO
- Create a friendly, welcoming and supportive environment for all users of the SSWB
- Work as an effective member of SSWB supporting the wider SEND team
- Work within the Academy's aims, objectives and ethos.

Main Duties and Areas of Responsibility

The main duties of the SEN Administration Assistant post are categorised into five key areas:

1. Day to day operations

- To manage the development of good administrative practice within SSWB and the Academy including maintaining and developing procedures, records and systems
- To provide administration support including creating documents and reports using the full range of Microsoft Office programmes available, filing, photocopying and taking minutes of meetings
- Dealing with general enquiries from parents, external organisations and supporters received by telephone, email and face to face
- To manage the input of information held on the Bromcom and other monitoring systems to ensure that it is accurate and complies with any legal or data protection policies
- To support the work of the daily drop-in sessions by maintaining accurate records; receiving referrals from external organisations
- To co-ordinate Children Looked After PEP's including maintaining appointments, the completion of appropriate paperwork and general enquiries
- To organise 1:1 tuition sessions from external providers when required
- To maintain and manage the SENCO diary alongside the Faculty Assistant
- To operate and maintain (electronic and hard copies) an effective system for filing of all documents, ensuring that all legal data record requirements are maintained
- To meet and greet all visitors to the SSWB with a friendly and professional approach.

2. Management Information

- To generate SEND information from our school database and other monitoring systems
- To support the production of the Annual Reviews, PEPs, and other statutory paperwork requested by external agencies.

3. Financial

- To support SENCO with the day to day financial management of Children Looked After budget keeping ledgers up to date, providing financial information for budgets as needed
- To maintain accurate financial records including invoices, standing orders, and payments for resources and tuition fees.

4. Other

- To work within the policies and procedures of Strood Academy applying consistent principles of diversity and equal opportunities throughout the work of the school
- Attend training as appropriate

- To undertake any other duties as may reasonably be required.

Person Specification

KEY: (E) Essential, (D) Desirable

Qualifications and experience
Experience of working within a busy office environment (E)
Graduate (or equivalent qualifications) (D)
Knowledge and understanding
Knowledge and understanding of issues affecting Children Looked After and SEND students (D)
Commitment and understanding of equal opportunities (D)
Knowledge and understanding of the public sector (D)
Ability to understand and implement policies, procedures and legal requirements relating to the supporting of SEND and SENCo (E)
Knowledge and understanding of safeguarding (E)
Skills
The ability to communicate effectively with professionals, parents, staff (E)
The ability to produce high quality letters, reports, presentations and documents (E)
Extensive IT skills including the use of Microsoft Word, Excel (E)
The ability to generate statistical information from our monitoring and evaluation systems/procedures (E)
Excellent literacy and numeracy (E)
Support SENCo in the preparation and monitoring of budgets (E)
An ability to deliver to given timelines and targets (E)
To use initiative and adopt a creative approach to problem solving (E)
The ability to work flexibly, prioritise, multi-task and work well under pressure (E)
The ability to work effectively without supervision where appropriate (E)
Aptitude and desire to work collaboratively and flexibly, supporting others (E)
A methodical and accurate approach to work (E)
Good timekeeping and punctuality (E)

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily

a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.