

School(s) Meopham Community Academy

Name:

Job Title: Admin Level 2 - SEN Administrator

Grade: KR4

Responsible to: Line Manager - SENCO

Purpose of the Job:

To provide specific clerical and administrative functions for the school under the direction or instruction of the SENCO and senior staff; taking a proactive role in relation to the day to day functioning of the Pupil Support department. To lead small group interventions, where required.

Key duties and responsibilities:

- Support the day to day clerical and administrative functions of the SEN/Pupil support department; including clerical processes, word processing, IT based tasks requiring knowledge of appropriate software, operation of office equipment and the processing of incoming and outgoing mail.
- Produce lists, information and data as requested by senior staff or external agencies.
- Develop and maintain manual and computerised records and management information systems in line with school needs, data protection and TPAT policies and procedures.
- Update and maintain SEN register with SENCO.
- Act as the main point of contact for the Pupil Support office; investigating queries, assessing the nature of telephone calls, referring them to the appropriate person without referral to the line manager where possible, and receiving visitors in a courteous, prompt and efficient manner, to ensure that staff, stakeholders, children, families and external agencies who contact the school are dealt with efficiently and consistently.
- Act as the first point of contact for pupils who visit Pupil Support; liaising with appropriate staff members and recording details where relevant.
- Lead small intervention groups where required.
- Arrange and coordinate appointments and meetings on behalf of the SENCO, organising venues and equipment, dealing with relevant documents and taking meeting notes as required.
- Complete referrals where required; to other agencies, such as Speech and Language therapy.
- Organise school's room allocations for interventions and other requirements.
- Ensure annual review paperwork for EHCP and HNF applications is complete and submitted on time.
- Assist with arrangements for school visits and events related to SEN.
- Update and maintain the medical register and any Individual Health care plans and Asthma plans

- Monitor attendance daily, run attendance reports, monitor attendance over time and liaise with Assistant Headteacher for Inclusion
- Work in collaboration with the Family Liaison Officer

#### GENERAL

- Be aware of and comply with all policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person to ensure pupils' wellbeing.
- Support the safeguarding and welfare of children and young people within the school.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos / aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans.
- Participate in training and other learning activities and performance development as required. Share good practice with colleagues, receive support from others in areas of development.
- To fulfil any other duties as required by the SENCO and/or Head Teacher with the agreement of the post holder.

This job description describes the way in which the post holder is expected and required to perform and complete the particular duties set out above.

It can be amended, in consultation with the Head Teacher, to reflect the changing needs of the school and should be reviewed annually.

Job Holder..... Date .....

Person Specification: Admin Level 2 – Senior Admin Assistant

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> <li>Level 2 or GCSE Math and English skills.</li> <li>A relevant administration and/or Teaching Assistant qualification would be desirable.</li> </ul>
EXPERIENCE	<ul style="list-style-type: none"> <li>Operational experience of administrative systems.</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>Working with pupils with SEN.</li> <li>Working in a school or education setting.</li> <li>Delivering interventions to small groups of pupils.</li> <li>Working with attendance systems within schools.</li> </ul>
SKILLS AND ABILITIES	<ul style="list-style-type: none"> <li>Standard keyboard skills.</li> <li>Literacy and numeracy skills.</li> <li>Computer literacy – ability to produce a range of accurate documents and standardised reports using Microsoft packages and basic spreadsheet and database functions.</li> <li>Good understanding of Special Education Needs and disabilities.</li> <li>Ability to organise and prioritise workload to achieve deadlines; and to work with initiative.</li> <li>Ability to communicate effectively and in a courteous manner, in person and over the telephone.</li> <li>Ability to receive and assess information over telephone or in person and refer to the appropriate person or source of information.</li> <li>Ability to investigate queries and anomalies when required.</li> <li>Ability to operate computerised and manual filing systems and to make improvements where necessary.</li> <li>Ability to take accurate notes and minutes of meetings.</li> <li>Co-ordination skills when arranging meetings and appointments.</li> <li>Ability to process and maintain records.</li> <li>Commitment to equalities and the promotion of diversity in all aspects of working.</li> </ul>
KNOWLEDGE	<ul style="list-style-type: none"> <li>Requires knowledge and procedures for a range of administration activities including knowledge of various IT packages.</li> <li>Knowledge of the School’s Record Retention Policy is helpful.</li> <li>An awareness of Freedom of Information (FOIs) and Subject Access Request (SARs) procedures and protocols Knowledge of computerised and manual filing systems is helpful.</li> </ul>

	<ul style="list-style-type: none"><li>• Staff will be expected to have an awareness of and work within national legislation and procedures relating to health and safety and Data Protection/confidentiality.</li></ul>
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