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Job Description: SEND Admin Assistant

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| **Based at:** | Halfway Houses Primary School |
| **Grade:** | Kent Range 4(£19,389 - £20,493 pro-rata pa)27.5 hrs per week / 38 weeks per year |
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| **Responsible to:** | TILT SENDCo |

**Purpose of the Job:**

* To ensure accurate and timely administrative support of all matters relating to SEND
* To support SEND assessment of SEND children
* To liaise with other members of staff in all matters relating to SEND

**Key duties and responsibilities:**

1. Provide administrative support to the TILT SENDCo regarding the planning, development and organisation of SEND procedures and processes
2. Manage the day to day diary of the TILT SENDCo, arranging meetings and appointments as necessary
3. Ensure all paperwork required for Annual Reviews is completed and submitted on time to the relevant people
4. Answer queries, creating and sending letters to parents/carers and relevant agencies
5. Update the SEND register and other records
6. General filing of reports, letters etc. in individual pupil files
7. Prioritise tasks effectively in order to meet deadlines
8. Obtain a working knowledge of the SEND Code of Practice and keep up to date with developments
9. Produce and circulate information relating to SEND matters to a variety of audiences using the most appropriate format
10. Attend meetings and take minutes as required
11. Assist with the sourcing, ordering and distributing of resources
12. Prepare resources for others to use in interventions
13. Carry out assessments on identified children under the guidance of the TILT SENDCo, provide follow-up support where required and liaise with class teachers on outcomes
14. Provide information from and to develop and maintain the SIMS SENDCo database
15. Be aware of and comply with all policies and procedures relating to child protection, health and safety, confidentiality and GDPR, as well as all Trust and school policies
16. Contribute to the overall ethos, work and aims of the school
17. Ensure confidentiality of information at all times
18. Carry out any other reasonable duties as directed by the Head of School and TILT SENDCo commensurate with the general level of responsibility of the post.

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Person Specification: SEND 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.

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|  | **CRITERIA**  |
| **QUALIFICATIONS** | NVQ 2/3 or equivalent |
| **EXPERIENCE** | * Proven administration experience
* Experience and knowledge of SEND matters
* Experience of using SEND modules in SIMS
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| **SKILLS AND ABILITIES** | * Ability to communicate effectively with a range of people, i.e. staff, parents/carers and outside agencies
* Ability to deal calmly and tactfully with a range of people
* High level literacy and numeracy skills
* Ability to input data quickly and accurately
* Ability to use a computer and produce a range of accurate documents using Office 365, including Outlook email, Excel and Word.
* Ability to work to deadlines
* Good organization skills
* Co-ordination skills when arranging meetings and appointments
* Ability to undertake training to support the role
* Ability to retain and use a range of information
* Ability to work independently and as part of a team
* Ability to maintain confidentiality at all times and show sensitivity when appropriate
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| **KNOWLEDGE** | * Demonstrate a basic understanding of the work of a school
* Demonstrate an understanding of SEND, medical and welfare issues in a school setting
* Knowledge of a range of computer applications i.e. Word/Excel/PowerPoint/SIMS
* Demonstrate an understanding of confidentiality, GDPR and child protection issues in a school setting.
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