

## **Job Description and Person Specification**

**Job Title :** SEN Administrator

**Grade:** Range 5

**Responsible to :** Admin Team Manager

**Role Purpose :** The post holder will provide efficient and effective administration support primarily for the school's SENCo. They will ensure that the school's EHCP review process is professional and well administered for the stakeholders involved. The post holder will provide administrative support for all child/school meetings and processes that link to the special educational needs of our young people. In addition, they will undertake the co-ordination, planning, arrangement and submission process for exam access arrangements for learners across the school in line with awarding body regulations.

The post holder will also be responsible for the administration of the cover diary where absences are known in advance, assigning cover staff as required.

### **Main Duties:**

#### **SEN/Office Administration**

- Provide overall administration support in order to assist with the annual review process for all learners including;
  - scheduling annual reviews.
  - inviting relevant stakeholders and the team around the individual.
  - ensuring all documentation required for the process is received and shared in advance of the meeting.
  - minute taking within meetings.
  - finalising EHCP reports with the support of the SENCo and submitting them in a timely manner.
  - email staff for feedback on students for EHCP review meetings, and LAC review meetings.
- Ensure the EHCP assessment process is carried out in line with the SEND Code of Practice.
- To become familiar with the requirements of different Local Authority expectations and paperwork.
- Work in partnership with parents to ensure that children, young people and their families are fully involved in the annual review process.
- Work with the staff team to ensure pupil passports and plans are complete, updated and are purposeful.
- Maintain records of student key workers.
- Produce templates, forms and resources as directed.
- Deal with all SEN related correspondence.
- Participate in SEND related training to improve knowledge and remain current.
- Provide administrative support for meetings by agreeing agendas, recording and typing minutes.
- Support and coordinate the school referral process.
- Monitor AEN budget and place orders as and when required.
- Tour prospective students with EHCPs and their parents around the school as and when required.
- Carry out any other duties related to the post as and when requested including but not limited to;
  - Assisting other members of the administration team.
  - Assisting with cover on reception when required, providing a professional service to visitors/parents, staff and students.
- Quality assure and proof-read all correspondence produced from all staff. Ensure that a corporate style and font is maintained.
- Ensure all student records are secure and that confidentiality is a priority at all times.

- Answer the main telephone line when calls overflow from reception.
- Assist the reprographics department as and when required.

#### **Cover Co-Ordinator**

- Record staff absences and coordinate cover as required.
- Liaise with supply agencies as appropriate.
- Meet supply staff, ensure they have all relevant information for the day.
- Coordinate classroom bookings.
- Liaise with the Senior HR Advisor to ensure the Single Central Record for agency staff is up to date.
- Authorise cover timesheets.

#### **Exams Access Arrangements Co-ordinator**

- To facilitate the application and approval of exam access arrangements for students across the school.
- To liaise with learners and parents in a professional manner to initiate a timely and responsive application for Exam Access Arrangements
- To liaise and attend any relevant courses to gain information with regards to Exam Access Arrangements, as required by the JCQ
- With support from the Exams Officer deliver training to invigilators supporting students with access arrangements.
- To complete and submit applications for Exam Access Arrangements in a timely manner to meet Awarding Body deadlines in liaison with the SENCo/Assistant SENCo.
- To ensure that learners have approval for appropriate Access Arrangements in place for their exams within the regulations of the Awarding Bodies
- Create the invigilation timetable for students with Access Arrangements for mocks and public exams throughout the year. Responsible for booking of rooms and liaison with invigilators.
- On exam days, be responsible for registering the students with Access Arrangements and liaising with Exams Officer.
- To accurately record access arrangements on the school information database and store paper records for annual inspection.

#### **Person Specification :**

	<b>CRITERIA</b>	<b>Essential</b>	<b>Desirable</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• GCSE or equivalent in English and Maths – Grade C/4 or above</li> <li>• Administration qualifications – NVQ, Pitman etc</li> <li>• To hold or be willing to work towards SEND qualifications</li> </ul>	X	   X   X
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Relevant experience of working in a reception or customer service role within a similar setting</li> <li>• Experience of working with clear guidelines, procedures and adhering to child protection and data protection guidance</li> <li>• Ability to establish and maintain professional working relationships with a variety of colleagues across directorates and other agencies</li> </ul>	   X   X	   X

	<ul style="list-style-type: none"> <li>• Understanding of working with people with challenging behaviour/complex needs/disabilities</li> <li>• Ability to quickly establish relationships with young people, vulnerable people and families with complex needs</li> <li>• Experience of working with special educational needs and/or relevant paperwork for special educational needs</li> </ul>	X  X	X
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Willingness to keep up to date/complete relevant administration training as and when needed</li> <li>• Excellent interpersonal skills with both adults and young people</li> <li>• Willingness and ability to work as part of a team</li> <li>• Ability to communicate effectively both verbally and in writing</li> <li>• Ability to prioritise and organise own work</li> <li>• Computer literate</li> <li>• Excellent interpersonal skills, including active listening</li> <li>• Strong organisational, planning and time management skills</li> <li>• Proactive approach to problem solving</li> </ul>	X  X  X X X X X X	
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of special educational needs and disabilities</li> <li>• Knowledge of social media</li> <li>• Knowledge of SEND</li> <li>• Understanding of Keeping Children Safe in Education Part 1 (KCSIE)</li> </ul>	X	X  X

This job description is not designed to be an exhaustive list of duties and responsibilities, but represents the current key areas of work. There will be additional duties and responsibilities explicit in the role. The content of this post will be reviewed in consultation with the post holder when necessary.

Signed : .....

Date : .....