



## Job Description

<b>Job Title:</b>	<b>SEND Admin Assistant</b>
<b>Location:</b>	<b>Bexleyheath Academy</b>
<b>Hours of work:</b>	<b>37 hours per week, 39 weeks per year</b>
<b>Reports to:</b>	<b>Line Manager - SENDCO</b>

## Purpose of the Role:

To provide an efficient and high quality support service to all students.

- Responsible for managing the administrative and organisational processes within the SEND Department under the guidance of the Special Educational Needs and Disabilities Coordinator (SENDCo).
- Responsible for managing all the administrative and organisational aspects of Common Assessment Framework (CAFs) for the academy.

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

## Responsibilities:

- On a day-to-day basis work closely with and support the SENDCo in the role of administrative support.
- Actively contribute to the planning, development and organisation of support service systems, procedures within the faculty liaising, as appropriate, with all relevant persons, in and out of the academy.
- Answer telephone calls, often of a very difficult or sensitive nature, in a professional manner, take messages, keep a record of all calls made/received and ensure relevant staff are kept informed promptly of any communication.
- To liaise directly with outside agencies such as SEN Services, Education Psychology Service etc. Regarding specific students under the direction of SENDCo and ensure that accurate feedback is given to the SENDCo.
- Account for and filter all post, ensuring that correspondence is answered, copied or directed to the relevant member of staff, using their own initiative.
- Responsible for devising and maintaining an efficient filing system, which is organised in line with the SEN Code of Practice recommendations and which can be easily accessed by the SENDCo and other relevant bodies.
- Emails – Action various emails, such as internal/external queries, or file electronically and manually as requested by the SENDCo.
- Manage an electronic diary for Annual Reviews and Professional meetings: dates, invitees etc.
- In collaboration with SENDCo, organise and manage the Annual Review of Statements and Individual Learning Plan (ILP) ensuring the accurate compilation of all reports and paperwork and prompt circulation of the same to all relevant bodies.
- Send letters of invitation to parents and other partners, to ensure they attend the meeting (send minutes following the meeting).



- Attend Annual Review Meetings, in the role of taking notes and preparing packs for each person present.
- Responsible for collecting and escorting parents/carers to and from reception for the Annual Review Meetings, sometimes in difficult or uncomfortable circumstances.
- Responsible for ensuring completed Review Reports are sent, and maintain a record.
- Maintain accurate records for all referrals, such as School Counsellor, CAMHS, Behaviour Support Services etc
- Keeping and updating SEND Register
- Liaising actively with in-school and out-of-school providers to record the start and end date of various provisions for students with SEND
- Regularly update it in liaison with the SENDCo
- Complete order forms on behalf of the department; ensuring goods ordered are received and are correct.
- Keep an accurate record of orders and expenditure, ensuring we do not over spend.
- Monitor and manage stock within an agreed budget on behalf of the SENDCo and the department.
- Calculate funding for Statement students, and return the information to the LA, ensuring it is sent within the deadline.
- Maintain a referral list for educational psychologist services, ensuring visits run smoothly by liaising with staff, sending out letters of invite to parents, arranging rooms.
- Following EP visits, enter relevant information onto the Academy Management Information System, ensuring receipt of reports.

### **Our values:**

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

### **Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
2. This 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.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. 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.



- Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

### Safeguarding

Academies Enterprise Trust and all of our academies are committed to ensuring 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 adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

### Equality, Equity, Diversity and Inclusion

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.

### Person Specification

**Job Title: SEN Admin Assistant**

General heading	Detail	Essential requirements:	Desirable requirements:
<b>Qualifications</b>	Qualifications required for the role	<ul style="list-style-type: none"> <li>GCSE English &amp; Maths Level 4 or above</li> </ul>	
<b>Knowledge/Experience</b>	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> <li>Good written and verbal English</li> <li>Strong and confident ability to manage all key aspects of administration</li> <li>The ability to work constructively with other team members and/or line manager to propose/initiate change</li> </ul>	<ul style="list-style-type: none"> <li>A good level of competency and efficiency in using SIMS, MS Word and Excel</li> <li>Knowledge of SEN</li> </ul>
<b>Skills</b>	Line management responsibilities (No.)	<ul style="list-style-type: none"> <li>n/a</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>
	Forward and strategic planning	<ul style="list-style-type: none"> <li>n/a</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>
	Budget (size and responsibilities)	<ul style="list-style-type: none"> <li>n/a</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>
	Abilities	<ul style="list-style-type: none"> <li>Confidentiality – Comprehensive understanding of confidentiality issues within a school</li> </ul>	





		<p>environment</p> <ul style="list-style-type: none"> <li>● Ability to use your own initiative to plan interventions.</li> <li>● A creative, innovative and flexible approach to raising expectations and achievement for students with SEN</li> </ul>	
<b>Personal Characteristics</b>	Behaviours	<ul style="list-style-type: none"> <li>●</li> </ul>	
	Values	<ul style="list-style-type: none"> <li>● Ability to demonstrate, understand and apply our values <ul style="list-style-type: none"> <li>○ Be unusually brave</li> <li>○ Discover what's possible</li> <li>○ Push the limits</li> <li>○ Be big hearted</li> </ul> </li> </ul>	
<b>Special Requirements</b>		<ul style="list-style-type: none"> <li>● Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</li> <li>● Right to work in the UK</li> <li>● Show a commitment to promoting the welfare and safeguarding of children and young people</li> <li>● Show a commitment to providing a fair, equitable and mutually supportive learning and working environment for our children &amp; young people and staff</li> </ul>	

