

## **Job Description**

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**Job Title:** Administrator (SEND/ Sixth Form)

**Reporting To:** Senior Leadership Team

### **Job Purpose**

This role is for a highly organised, empathetic, and proactive Administrator providing comprehensive support across two vital departments: our Special Educational Needs and Disabilities (SEND) provision and our vibrant Sixth Form.

This dual-focused position is pivotal in ensuring the smooth, efficient, and effective day-to-day operations of both areas. You will be a key point of contact for students, staff, parents, and external organisations, playing a significant part in nurturing a welcoming and supportive environment where every student, particularly our post-16 learners and those with SEND, can thrive and prepare for their future.

### **Personal Qualities**

- Committed and enthusiastic.
- Attendance and time-keeping record.
- Loyalty and discretion.
- Confident, positive and flexible attitude.
- Flexible, but resilient under pressure.
- A 'can do' attitude.
- Confidentiality.
- High level of emotional intelligence.

### **Key Responsibilities**

- Provide a full range of high-quality administrative support, including creating documents, reports (using Microsoft Office programmes), filing, photocopying, and taking minutes of meetings.
- Manage the telephone, taking messages and directing enquiries appropriately.
- Deal with general enquiries from parents, external organisations, and staff, received by telephone, email, and face-to-face.
- Develop and maintain effective administrative procedures, records, and systems.
- Manage the accurate input of information onto Bromcom and other monitoring systems, ensuring compliance with legal and data protection policies.
- Organise and coordinate various meetings and relevant events for both departments.
- Maintain effective electronic and hard copy filing systems for all documents.

### **Sixth Form Specific Responsibilities**

- Maintain a visible presence in the Sixth Form Common Area, providing supervision as needed.
- Coordinate the administration of relevant Sixth Form events, including the international student programmes.
- Assist with the management of the Year 12 application process.
- Coordinate data pertaining to student destinations for both Year 11 and Year 13, as well as in-year leavers.
- Coordinate sign-ups for Workskills and Enrichment programmes.
- Organise enrichment trips (e.g., Army Day, L2K, UCAS events).
- Coordinate careers advisor appointments, chase intended destinations data, and upload relevant student information.
- Support the coordination of careers events such as the Turing Speaker Series, Business Breakfast, and careers weeks.
- Manage booking meetings for the Head of Department and Deputy Head of Department.
- Send regular updates and letters to parents (e.g., semester updates, Parents' Evenings coordination).

### **SEND Specific Responsibilities**

- Provide high-quality administrative support directly to the SENCo.
- Maintain accurate records for daily drop-in sessions and manage referrals from external organisations.
- Be responsible for managing and maintaining the provision maps/one-page profiles of students across the Academy.
- Support the provision of a number of pupils, including arranging and participating in parent meetings, annual reviews, maintaining Section F records, and hosting teacher meetings around individual student needs.
- Organise and manage the Speech and Language Therapy (SALT) provision at the Academy, including liaising with the SALT team, managing referrals, and communicating with staff, parents, and pupils about the service.
- Support with providing staff training around specific students and areas of need, delivered on INSET days, during staff CPD hours, and day-to-day.
- Mentor new Learning Support Assistants (LSAs), providing support and guidance related to their job role.
- Meet and greet all visitors to the SEND provision with a friendly and professional approach.
- Generate SEND information from the school database and other monitoring systems.
- Support the production of Annual Reviews, PEPs, and other statutory paperwork requested by external agencies.

### **Qualifications**

- Computer literacy in usual office applications.
- Good level 2 qualifications in English and maths.

### **Responsibilities to the Principal**

- To promote the aims, values and ethos of the school and uphold school rules.

- To adhere to school procedures.
- To carry out a share of supervisory duties in accordance with normal school schedules.
- To participate in any appropriate meetings with colleagues and parents. To participate in performance management arrangements.
- To carry out other duties as may be reasonably required by the Principal.
- To support the ethos of the school and enforce the school's behavioural and uniform policies.

### **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.