



SCHOOL ADMINISTRATOR (SEN & ADMISSIONS)

SCHOOL OF SCIENCE AND TECHNOLOGY MAIDSTONE

JOB DESCRIPTION	
Job Title	School Administrator (SEN & Admissions)
Grade	VIAT 5
School / Department	SST Maidstone
Base	SST Maidstone
Hours	37 per week, full time.
Reports to	SENCO/Office Manager
Accountable to	Headteacher

Job Summary

To provide and maintain comprehensive administrative support for the school's admissions process and SEND provision, ensuring all procedures are compliant with statutory requirements and school policies. The role involves liaising with parents, staff, external agencies, and the Local Authority to support pupil transitions and the needs of students with SEND.

Key Working Relationships

- Headteacher;
- Leadership Team;
- SENCOs;
- Office Manager;
- Office Staff;
- Learning Mentors;
- Teachers and Students;
- Parents.
- External partners/agencies

Key Responsibilities

The post-holder will provide a range of administration service and therefore work is generated throughout the day. This might include the following tasks:

Admissions Administration

To manage and coordinate all aspects of pupil admissions in line with school policies and statutory requirements. The Admissions Administrator acts as the first point of contact for prospective families, providing a professional and welcoming service that reflects the values and ethos of the school.

- Manage and maintain accurate student records in line with the School Admissions Code and data protection requirements.
- Process all in-year admissions and transfers, liaising with the Local Authority and parents/carers.
- Support the coordination of Year 7 admissions, including communication with feeder schools, parents, and local councils.
- Coordinate the enrolment process for all new students to include collecting the relevant / required information from parents/carers ensuring that is accurately recorded on the school MIS.
- Schedule and support school tours, open evenings, and induction events.

- Maintain waiting lists and coordinate appeals processes in accordance with statutory guidance.
- Assist in the preparation of pupil data returns, including the School Census and pupil roll.
- Accurately place pupils on roll when they are admitted, ensuring all documentation is complete and records are updated promptly in SIMS.
- Process off-rolling of pupils in line with Department for Education (DfE) guidance, including:
 - Notifying the Local Authority as required (e.g., when a child leaves for Elective Home Education or moves out of area).
 - Ensuring the correct off-roll codes and reasons are recorded.
 - Retaining and archiving leaver documentation appropriately.
- Ensure that all on-roll/off-roll activity aligns with statutory regulations and safeguarding policies
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- Ensure that all on-roll/off-roll activity aligns with statutory regulations and safeguarding policies.
- Liaise with LA regarding any students with all admissions-based information including students with an amended Timetable.

SEND Administration

- To provide and maintain comprehensive administrative support to the SEN processes and systems – updating data on the systems and taking responsibility for setting up meetings as needed. This will include the following key tasks –

SEN Information

- Closely monitor and update information on SIMS, using the regularly reviewed SEN Registers, to ensure that the information on SIMS is up to date and accurate with new diagnosis, needs and SEN levels.
- Review Record of Outcome and Provision Plan information to update 3x yearly Provision Maps to provide an overview of the provision available and which students are accessing it.
- Update SIMS with intervention information.
- Keep other school-based systems for sharing information with staff up to date and accessible for all staff.

Annual Reviews (for students with EHCPs)

- Keep track of the dates for Annual Review meetings for all students with EHCP's.
- Set dates for annual review meetings, liaising with parents and LA representatives and other professionals as required.
- Send out and collate feedback requests from teachers to inform the Annual Review meeting.
- Prepare the basic student information on the Annual Review form and share with SENCO for them to update the detailed SEN information.
- Distribute annual review report papers to all parties following meeting.
- Ensure that the Annual Review documents are updated on SIMS and shared with staff and parents as appropriate.

Record of Outcome reviews (for students at SEN Support)

- Arrange appointments for Record of Outcome meetings – invite parents and send confirmation of appointment times.
- Update the Record of Outcome Microsoft forms and send out links to teachers requesting their feedback for the meetings.
- Provide summaries of the feedback for the SEND team to inform their meetings.

- Send copies of the completed forms to parents and ensure that Record of Outcome forms are updated on SIMS and shared with staff.
- Keep the SEN target and provision setting tracker up to date to ensure that forms have been completed and sent to parents.

General Administrative Duties

- Answer queries from staff, parents, and external agencies with professionalism and discretion.
- Use school MIS and other information recording platforms effectively to manage data and reports.
- Undertake general office tasks such as filing, minute-taking, photocopying, and producing letters and reports.

Safeguarding

As a VIAT employee you will commit to safeguarding and promoting the welfare of children and young people.

Equality and diversity

The Trust expects every employee to take responsibility for promoting a culture that values and respects difference.

Statement

The list of duties in this job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

PERSON SPECIFICATION		
AREA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> Educated to GCSE level or equivalent including Maths and English. 	<ul style="list-style-type: none"> First Aid qualification.
Experience	<ul style="list-style-type: none"> Experience in an administrative role, preferably in an education setting. Experience working with key software such as Microsoft Word and Excel. 	<ul style="list-style-type: none"> Experience of school procedures, organisation and structure so that work can be prioritised. Experience of a busy office environment. Experience of verbal and written communication with a variety of stakeholders.
Knowledge	<ul style="list-style-type: none"> Knowledge of the use of key software such as Microsoft Word and Excel. Awareness of the role of an administrator and the function of the team the role supports. 	<ul style="list-style-type: none"> Knowledge of SEND legislation and the EHCP process. Familiarity with the School Admissions Code.
Skills	<ul style="list-style-type: none"> Excellent attendance and time keeping record. Good secretarial/word processing skills with clear working knowledge of Word for Windows and Excel. Good interpersonal skills; the ability to communicate effectively with a variety of people and to assess and diffuse confrontational situations. Flexibility. 	
Attributes	<ul style="list-style-type: none"> Capacity to remain calm under pressure. A sense of humour. Able to work supportively as a team member and able to take own initiative when working independently. Discretion. Good personal organisation skills. 	