



Leading Parent
Partnership Award

2020-2023



Artsmark
Gold Award
Awarded by Arts
Council England



EHCP Administrator

Hours: 30 Hours Per Week 8.30am – 2.30pm Term Time Only

Reports to: Office and Finance Manager

Pay grade: Kent Scheme C Depending on experience

KSC Full time equivalent
£ 25252.00

KSC Actual based on 30 Hours
Minimum £17,767.23

Job Description

We are seeking to appoint an EHCP Co-ordinator to undertake administrative work to help ensure that efficient and effective services are provided to the school.

RESPONSIBILITIES

- Keep up to date with latest procedures and paperwork for annual reviews, including using information from KELS and DFE guidance including SEN Code of Practice etc
- Plan, prioritise and monitor annual reviews, including Sixth form students
- Track status of EHCP's and requests for change of primary need etc
- Arrange and monitor the annual review meetings, including booking rooms and sending invitations to all stakeholders
- Prepare all packs of documentation before each meeting and remind all teachers for current provision plans
- Prepare all paperwork for the Local Authority following the meeting, ensuring all supporting paperwork is included. Ensure evidence of new diagnoses is included where required and relaying any changes/need type to appropriate staff
- Provide support and guidance to new meeting chairs/support staff when required
- Develop positive working relationships with other agencies/services to share information sensitively and to request reports/evidence to support AR documentation
- Line manage EHCP Admin Assistant

ADMINISTRATION

- Setting up calendar appointments and virtual calls
- Liaise with SLT and teachers throughout the year with changes to dates



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- Send text reminders the day before to parents
- Book interpreters where necessary
- Send reports out after meeting
- Create electronic files for each student
- Scanning in Section A
- Send evaluation feedback questionnaires
- Assisting the EHCP coordinator with admissions.
- Such other duties that may be deemed appropriate assigned by the Headteacher

	CRITERIA
QUALIFICATIONS	Maths and English GCSE or Equivalent C or above
EXPERIENCE	Knowledge/understanding of how the EHCP process works is desirable and excellent administrative skills will be essential
SKILLS AND ABILITIES	• Good attention to detail • Team player • Ability to work to deadline and manage a busy and varied workload • Highly organised • Excellent communication skills • Have the ability to work independently and multi task • Be calm under pressure • "Can do" approach • Office 365

SAFEGUARDING AND SAFER RECRUITMENT

St Nicholas school is committed to safeguarding and always promoting the welfare of children and young persons. The post holder under the guidance of the Designated Safeguarding Lead (DSL), will be responsible for promoting and safeguarding the welfare of all children with whom they come into contact, in accordance with the School's Safeguarding policies.