

St Augustine Academy

Job Description



Job Title:	SEND Administrator	Reporting to:	Assistant Principal & SENCO
Start Date:	January 2026	Grade and Range:	WAT Band E pt 10 - 14

Purpose and Context:	To manage the administrative functions within the SEND Team, to provide a full and efficient administrative support service to the SEND Team and pupils with Special Educational Needs.
Duties and Responsibilities	• To provide an administrative service to the SENCO and SEND Manager which will include typing/word processing documents, taking and receiving telephone calls, making diary appointments, taking minutes, sending emails, record keeping, organising and arranging meetings with outside agencies/parents/prospective parents and other stakeholders. • To be the first point of contact in the SEN Department for staff, students, parents, outside agencies and other stakeholders. • To respond to requests from subject teachers, liaising with the SEND Team • To be responsible for the implementation of requests to exam boards for GCSE/GCE access arrangements including maintaining and reporting arrangements. • Co-ordinating and assisting in the compilation of pupil Inclusion plans and behaviour plans and risk assessments and assisting with the efficient and effective production, circulation and promotion of these. • To organise with EHCP Reviews, TAFs and MATs, liaising with the LA, inviting parents, outside agencies, typing, collating and distributing review reports. • To liaise with the Admissions Officer to deal with the administration of all new SEN pupils to the school collating information and ensuring there is accuracy of information for new starters with SEN. • To liaise with pupil's next settings to ensure the efficient and effective handover of pupil information. • To assist in the supervision of pupils when they are in Ancora, supporting them with classwork/coursework, revision and keeping on task • To prepare draft letters and reports on behalf of the SENCO as required. • To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive material relating to pupils and their families

	• To maintain effective communications both within the SEN department and the wider school and families of pupils with SEN. • To maintain effective communications with the SEN department and external professionals and stakeholders who contribute to the educational and welfare of pupils with special educational needs. • Some of the work undertaken within the school is of a highly confidential nature. The post holder must maintain confidentiality at all-times • To take personal responsibility for own professional development and support that of colleagues where appropriate. • Engage in the appraisal process and support colleagues in achieving their own targets where appropriate in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • To have regard to guidance on Keeping Children Safe in Education. • To ensure that all duties and services provided are in accordance with the Equality Act 2010 and the 2014 SEND Code of Practice. • The Academy Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment • Provide cover for the Academy Reception as required, ensuring a welcoming and professional service to students, staff, and visitors. • Take responsibility for the management of the filing room, including the organisation, maintenance, and secure storage of all student files in line with data protection requirements. • Offer general administrative support across the Academy on an ad hoc basis, assisting with wider school administrative tasks to ensure the smooth running of daily operations.
Culture and Ethos	To promote the Woodard Christian Ethos that embraces all faiths and none To be alert to the health and safety of the working environment and to advise the line manager of any health and safety concerns.
General	To carry out any other duties as may reasonably be required by the Principal.

All staff are expected to;

- Promote the Woodard Christian ethos that embraces all faiths and none

- Take responsibility for their own professional development and support that of colleagues where appropriate
- Engage in the academy appraisal process and support colleagues in achieving their own targets where appropriate
- Have regard to guidance on keeping children safe in education
- Follow Trust policy and procedures
- Observe health and safety requirements and play their part in ensuring a safe working environment

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations in relation to the post holder's responsibilities.

All staff have an entitlement to high-quality induction and continuing support and development. All staff will have opportunities to discuss their professional needs, both through performance management and through other professional dialogues.

Safeguarding Statement

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake an Enhanced DBS check and/or a Barred List check. Management posts will be subject to a Section 128 clearance.

Equal Opportunities

The Trust is committed to equality of opportunity. We positively welcome applications from all sections of the community.

Signed: Date:

Signed: (Principal)

St Augustine Academy

Person Specification



SEND Administrator		
A	Education and Qualifications	Essential or Desirable
1	GCSE (or equivalent) passes in English and Mathematics	E
2	NVQ Level 3 or equivalent	E
B	Experience and knowledge	Essential or Desirable
1	Experience of working with young people in an educational setting	E
2	Demonstrates experience in carrying out a range of clerical and administrative tasks accurately and efficiently, such as data entry, filing, handling correspondence, and maintaining records and databases.	E
3	Confident in using a range of IT systems and office technology to support administrative and organisational tasks.	E
4	Demonstrates strong working knowledge of Microsoft Word and Excel, including creating, formatting, and managing documents and spreadsheets.	E
5	Experience of using school Management Information Systems (such as SIMS) to maintain accurate pupil records, run reports, and support school administration.	E
6	Experience using Edukey Provision Map or similar software to record and track interventions and support for pupils with SEND.	E
7	Demonstrates strong organisational skills with the ability to plan, prioritise, and manage a varied workload effectively.	E
8	Demonstrates reliability and accountability in completing work to required timescales and standards.	E
9	Awareness of safeguarding and child protection procedures	E
10	An understanding of the principles of Keeping Children Safe in Education 2022 and a commitment to ensuring the health, safety and wellbeing of all children.	E
C	Skills and abilities	Essential or Desirable
1	Able to operate office equipment such as photocopiers and scanners confidently and efficiently.	E
2	Demonstrates an understanding of and commitment to equal opportunities and inclusion in the workplace.	E
3	Has a good understanding of the SEND Code of Practice and its application within a school setting.	E
4	Ability to communicate at an appropriate level both written and orally	E
5	Demonstrates awareness of the school's ethos, values, and policies, and a commitment to upholding them in all areas of work.	E
6	Able to produce professional, well-presented documents, letters, and reports with attention to detail.	E
7	Highly organised and able to manage multiple tasks effectively while maintaining clear communication.	E
8	Able to take accurate and concise minutes during meetings, ensuring key points and actions are clearly recorded and distributed promptly.	E
9	Demonstrates a caring and understanding approach when working with children and young people.	E

10	Communicates clearly, confidently, and professionally in both verbal and written forms.	E
11	Works collaboratively with colleagues, sharing information and supporting team goals.	E
12	Demonstrates professionalism and discretion when dealing with staff, pupils, and visitors.	E
13	Maintains confidentiality at all times in line with data protection and safeguarding policies.	E
14	Willing to attend training sessions and implement new learning to enhance performance and support school improvement.	E
15	Demonstrates a proactive and flexible approach to supporting colleagues and responding to school needs.	E
E	Personal qualities	Essential or Desirable
1	High professional and personal standards	E
2	Child centred humane attitude to use of authority & maintaining discipline.	E
3	Emotional resilience to working in a challenging environment	E
4	Integrity and drive	E
5	Ability to establish good working relationships with all relevant stakeholders	E
6	High levels of tact, diplomacy, sensitivity and understanding	E
7	An understanding of child protection and safeguarding in educational establishments	E
8	May be required to work outside of normal school hours on occasion, with due notice.	E