

<b>JOB DESCRIPTION</b>	
<b>SCHOOL</b>	St Nicholas CE Primary Academy
<b>JOB TITLE</b>	SEND Admin Assistant
<b>GRADE</b>	APLb
<b>REPORTS TO</b>	SENDCo → Academy Operations Manager → Headteacher
<b>DATE</b>	January 2026

### Job Purpose

To provide efficient and effective administrative and clerical support to the SEND and Inclusion departments across the Academy. The role supports the identification, assessment, monitoring, and review processes for pupils with SEND, ensuring accurate record-keeping and smooth communication with staff, parents, and external agencies.

### Specific Duties and Responsibilities

#### Administrative Support

- Provide administrative assistance in SEND meetings, including note-taking and completing statutory paperwork.
- Maintain accurate records and files for all pupils with SEND.
- Support SEND identification and assessment processes, ensuring all records are updated regularly.
- Administer initial screening assessments to assist in identifying additional needs.
- Complete referrals for additional support, funding, and external services.
- Assist the SENDCo in preparing for meetings with external agencies.
- Manage appointments, welcome external visitors, oversee signing-in, and arrange room bookings.

#### **Support for Pupils and Parents/Carers**

- Handle initial enquiries from parents/carers and pass information to the SENDCo, SRP Lead Teacher, or other relevant staff.
- Communicate regularly with parents/carers, including organising meetings and distributing transition information as appropriate.
- Liaise with parents/carers regarding appointments and meeting arrangements.
- Prepare documents for EHCP applications, Annual Reviews, and exceptional funding requests.
- Work with the finance team on pupils requiring reporting to the Local Authority for exceptional funding or SRP placement.
- Ensure all information related to SEND pupils is recorded and stored securely for teaching staff access.
- Maintain directories, including completing and updating PSPs and regulation plans.
- Collate data relating to SEND identification, progress, target setting, monitoring, and interventions.

#### **General Duties**

- Prioritise workload effectively, meet deadlines, and comply with relevant legal requirements.
- Provide advice and guidance to staff on administrative procedures.
- Undertake additional duties as reasonably required by the Headteacher.
- Performance management reviews will focus on the responsibilities of this post, recognising the value of continuous improvement.

#### **Generic Responsibilities**

- Work cooperatively positively and politely with all stakeholders.
- Interact with pupils in a respectful, positive, and responsible manner.
- Maintain awareness of GDPR responsibilities.
- Interact with visitors in a way that enhances the Academy's reputation.
- Seek opportunities to improve the quality of service within the school.

The employee is expected to undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Headteacher.

'They will soar on wings like eagles.' Isaiah 40:31

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The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment and work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.

The employee is expected to show a commitment to promoting the ethos and values of the school, as well as the wider trust.

This job description may be amended at any time following discussion between the head teacher and member of staff and will be reviewed annually.

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**Person Specification:** SEND Admin Assistant



### Essential Qualifications & Experience

- Good general education, including GCSE English and Maths.
- Administrative experience in a busy environment.
- Experience handling confidential information and communicating with parents/carers.

### Skills & Competencies

- Strong organisation and time-management skills.
- Good written and verbal communication.
- Accurate record-keeping and minute-taking.
- Confident with ICT (Word, Excel, email, databases).
- Ability to build positive, professional relationships.

### Personal Attributes

- Calm, approachable, and patient.
- Reliable, proactive, and attentive to detail.
- Professional and able to work well as part of a team.

### Desirable

- SENCO training
- School or SEND-related experience

Print name (Employee) .....

Signed (Employee): ..... Dated: .....

Signed (Headteacher): ..... Dated: .....