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# SEN Administrator

Job Description

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Human Resources Manager

## **Designation: SEN Administrator**

### **Responsible to: SENCo**

### **Main Purpose of the Job**

To provide highly effective, confidential and professional administrative support to the SENCO and wider SEN team, enabling the school to meet its statutory duties under the SEND Code of Practice (2015) and associated legislation.

The role is central to the smooth coordination of SEND systems, documentation and communications, supporting the SENCo in managing a high-pressure workload, statutory processes and multi-agency demands while ensuring accuracy, compliance and timelines.

### **Duties**

- Provide comprehensive administrative support to the SEND team, enabling the effective coordination of SEND systems, processes and statutory duties.
- Manage and respond to SEND-related correspondence with parents/carers, Local Authority teams, external professionals and Trust staff, ensuring communications are timely, accurate and professionally handled.
- Collate, maintain and quality-check SEND data across all relevant systems to ensure records are accurate, consistent and up to date.
- Monitor and support statutory SEND deadlines, alerting the SENCo to upcoming deadlines or emerging pressures to ensure compliance with the SEND Code of Practice.
- Coordinate and prepare documentation for Annual Reviews and SEND meetings, attending and leading the administrative organisation of some Annual Review meetings under the direction of the SENCo, and liaising with school staff and external agencies to gather reports and distribute paperwork within required timescales.
- Maintain an up-to-date record of SEND interventions and provision, supporting monitoring, review and reporting processes.
- Provide administrative support for SEND meetings, including scheduling meetings, preparing agendas, recording accurate minutes and distributing actions as directed.
- Develop, maintain and update SEND templates, forms and administrative resources, as directed by the SENCo or Headteacher.
- Review and maintain SEND manuals and handbooks, ensuring documentation reflects current procedures and statutory guidance.
- Manage daily SEND-related email traffic and enquiries, ensuring appropriate follow-up, escalation or referral where required.
- Maintain clear, organised and confidential SEND filing systems, including both paper and digital records, in line with data protection requirements.
- Support the induction of new teachers and support staff by providing guidance on SEND administrative procedures, systems and documentation.
- Attend SEND meetings as required, contributing to discussions on service improvement, workflow efficiencies and future administrative needs.
- Maintain and update SEND evidence files, supporting monitoring, inspection preparation and reporting on SEND provision and processes.

- Undertake additional duties appropriate to the role, as directed by the Headteacher or SENCo, within the scope and grade of the post.

## **General**

- Participate fully in the performance and development review process, taking responsibility for identifying relevant training and professional development opportunities in discussion with the line manager, particularly in relation to SEND administrative practice.
- Comply with individual responsibilities for health and safety, in accordance with the requirements of the role and the school's policies and procedures.
- Ensure that all duties and services are carried out in line with the School's Equal Opportunities Policy, promoting inclusion, fairness and respect in all aspects of work.
- Demonstrate a commitment to safeguarding and promoting the welfare of children and young people, recognising the responsibility of all staff to act in accordance with school safeguarding policies and statutory guidance.
- Accept that the duties outlined are not exhaustive and be prepared to undertake reasonable additional tasks as directed by the Headteacher or SENCo, appropriate to the skills, responsibilities and grade of the role.

## **Personal Specification**

- Proven experience of administrative work in a busy school or comparable environment, demonstrating the ability to manage competing priorities and high volumes of work accurately and efficiently.
- Working knowledge of school policies and procedures, particularly those relating to SEND, safeguarding, confidentiality and data management.
- Strong literacy skills, with the ability to read, understand and produce clear, accurate documentation.
- Ability to complete detailed reports, forms and correspondence, including SEND-related paperwork, with a high level of accuracy and attention to detail.
- Ability to communicate clearly, professionally and sensitively, both verbally and in writing, when liaising with pupils, families, school staff and external professionals.
- Ability to work collaboratively with colleagues, including the SENCo, teachers, support staff and external agencies, to support effective SEND coordination.
- Working understanding of the school's behaviour policy, particularly in relation to pupils with SEND, to ensure administrative support aligns with agreed approaches and systems.
- Understanding of and respect for individual differences, enabling appropriate, inclusive and professional responses within an administrative role.
- Awareness of the school's teaching and learning environment, particularly how SEND provision and interventions support pupils' access to education.
- Awareness of child development, especially in relation to SEND, to support effective administration of records, reports and statutory documentation.
- Understanding of the importance of pupils' physical and emotional wellbeing, ensuring SEND processes and communications are handled with care, discretion and professionalism.
- Clear understanding of the roles and responsibilities of staff and professionals working with pupils with SEND, including education, health and care services, to support effective multi-agency working.

- Ability to build and maintain professional, respectful working relationships with pupils, parents/carers, staff and external agencies within appropriate professional boundaries.
- Ability to work effectively as part of a team, contributing to the smooth operation of SEND systems and processes.
- Ability to work independently, using initiative to manage workloads and resolve routine issues while knowing when to refer matters to the SENCo or senior staff.
- Ability to provide timely, accurate and well-organised information, supporting statutory deadlines and SEND monitoring requirements.
- Excellent organisational skills, including the ability to manage records, schedules, meetings and documentation efficiently.
- Strong time-management skills, with the ability to meet deadlines and manage pressure, particularly in relation to statutory SEND processes.
- Understanding of safeguarding and child protection procedures, and the ability to apply these appropriately within an administrative role.
- Understanding of confidentiality and relevant legislation, including data protection requirements, and the ability to handle sensitive information appropriately.
- Demonstrated commitment to professional development, with the ability to reflect on practice, develop knowledge of SEND processes and share relevant learning appropriately.

### **Organisation**

- The postholder will be directly line managed by the SENCo
- The postholder will have no direct staff responsibilities
- The postholder will have daily contact with staff throughout the school, pupils, parents, governors and outside agencies.

### **Working Environment**

- The postholder will be based within the school.