



Ursuline College

SEN Administrator

Responsible to:	SENCO
Grade:	KR6
Hours per week:	30
Weeks per year:	41 (Term Time plus 5 INSET plus 10 days)

Main Purpose of Job:

To provide an efficient and sensitive administrative service to support the SENCO and SEN department generally to ensure the smooth and efficient running of the department and school.

General Responsibilities:

- To be committed to safeguarding and promoting the welfare of children and young people within the school.
- To act in a loyal and professional manner around school and to contribute to the overall ethos/work/aims of the school.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- To attend and support appropriate meetings/courses and to undertake any training as deemed necessary for personal development.

Specific Duties and Responsibilities:

SEN/AEN administration

- Arrange Annual and other review meetings, ensuring meeting rooms, equipment and refreshments are available as necessary and that all necessary items have been prepared / received and distributed as necessary.
- Produce invitations to Annual Reviews, PEPS and other meetings.
- Request, collate and present data and/or comments and information from staff/other professionals for these meetings.
- Complete and distribute relevant documentation from review meetings.
- Communicate and correspond with LEAs, parents, staff, other professionals and outside agencies, e.g. Early Help, referrals to agencies.
- Attend meetings when necessary and minute proceedings as required
- Contribute to the creation, development, implementation and operation of procedures and processes which allow effective liaison.
- Maintain information regarding funding related to SEN / Children in Care and others as directed

- Maintain manual and computerised records/management information systems (SIMs) that relate to the provision of special educational needs and medical care plans.
- Under direction, arrange and administer specific pupil assessments using software programmes e.g. dyslexia/dyscalculia screener, LASS, literacy, reading tests.
- Provide results of assessments to SENCo and maintain database/folders in central location e.g. Internal Intranet
- Provide reports at given intervals relating to school learning programmes e.g. Reading reports.
- Update all Tracking Data as required/directed
- Provide information contributing to the creation of whole school provision maps and pupil premium evaluation.
- Update safeguarding records as directed
- Ensure information for children in care pupils is up to date and completed / submitted within relevant timescales, e.g. e-PEPS.
- Develop, review and amend individual medical care plans.

Communication & Information

- To provide information from and to develop and maintain the SIMS SEN/AEN data base and manual records.
- To maintain AEN and Safeguarding pupil records, electronically and manually.
- To update pupil information on SIMS including linking appropriate documents.
- To distribute confidential, complex or sensitive information to appropriate staff either verbally or in written form.
- To provide information for budgets and audits.
- To give advice and guidance on procedures regarding information retrieval.
- To circulate information in line with agreed Policy and Procedure for students supported by the AEN Department.
- To design and run reports from SIMS and to support staff to access these reports.
- To collect information from a wide range of sources and maintain this in a database.
- To extract relevant SEN/AEN information from the pupil files and pass on to the relevant staff member.
- Liaise with feeder schools and other relevant bodies to gather SEN/CiC pupil information.
- Assist with the preparation of information regarding exam access arrangements for identified pupils.
- Ensure parents are notified of relevant appointments through School Comms and other appropriate channels
- Liaise with parents and healthcare professionals to create, agree and distribute individual Health / Medical Care plans.

General

- To organise and maintain the AEN diaries, take messages and arrange appointments/meetings.
- Assist with pupil welfare duties e.g. CIC attendance calls/information
- Arrange for, order and secure storage of supplies.
- Provide routine clerical support e.g. photocopying, filing, laminating, faxing, emailing, distribution of mail and completing routine forms.
- Undertake typing, word-processing and other IT based tasks.
- Ensure the safe disposal of confidential waste.
- To design and produce any relevant materials e.g. lunch and toilet passes etc.
- Use organisational and time management skills to prioritise work and effectively meet deadlines.
- To use analytical and judgmental skills when collating reports, documents
- Update support timetables as required and directed.
- Work under minimum supervision.

Other Specific Duties

- Actively promote all aspects of the school's AEN provision in a positive way
- Work effectively as a team member
- Follow the School's Child Protection and Safeguarding procedures
- Provide a positive role-model in terms of timekeeping, dress code and work ethos
- Support the maintenance management of health and safety in accordance with the health and safety policy.
- Contribute to the promotion and effective implementation of the school's AEN, Equality and Diversity Policies.
- Comply to any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- Employees are expected to be courteous to colleagues and students and to provide a welcoming environment to visitors and telephone callers.
- Provide First Aid as directed by Senior Leaders in the school.

Professional Development

- Continue own professional development and keep a Personal Professional Development Record.
- Participate fully in training and other learning activities as required and attend relevant meetings and training sessions to ensure own continuing professional development.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

**PERSON SPECIFICATION
SEN ADMINISTRATOR**

Criteria		Essential / Desirable	
Skills, Knowledge & Abilities	Good written & verbal communication skills	✓	
	Excellent literacy & numeracy skills	✓	
	Ability to organise, manage and prioritise workload effectively	✓	
	Ability to act upon own initiative	✓	
	Excellent interpersonal skills with the ability to build good relationships with all stakeholders and to work as part of a team.	✓	
	Flexibility and ability to adapt to an ever-changing environment	✓	
	High level of accuracy and attention to detail	✓	
	Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly, including complaints and/or difficult / sensitive situations.	✓	
	Working knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities, confidentiality and data protection.	✓	
	Good I.T skills, with proven competency in the use of Microsoft Outlook, Word, Excel, Powerpoint and SIMS	✓	
Adopts a culture of continuous improvement	✓		
Demonstrate an understanding of the application of school's SEN policies?	✓		
Previous Experience	Knowledge & experience of setting up and maintaining office systems and school administrative processes and procedures	✓	
	Experience of working in a busy reception/general office environment		✓
	Experience of using SIMS software		✓
	Ability to provide an efficient and high level of administrative support and reception service	✓	
Qualification / Training	Relevant qualification / experience – please specify	✓	
	First Aid qualification (or willingness to obtain qualification at the start of the new academic year)	✓	
	Willingness to undertake further training as required.		✓
Other	Flexible approach to working hours to meet the needs of the organisation	✓	