**The Pathway Academy Trust**

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| **School(s)** | **Meopham Community Academy** |
| **Name:** | **[Name of Candidate]** |
| **Job Title:** | **Admin Level 3****SEN Senior Administrator** |
| **Grade:** | **KR5** |
| **Responsible to:** | **Line Manager - SENco** |

**Purpose of the Job:**

To provide administrative and organisational services for the school under the management and guidance of SENCO and Head Teacher and staff; taking a proactive role in relation to both the day to day and organisational functioning of the Pupil Support department. To lead small group interventions, where required.

**Key duties and responsibilities:**

* To provide a secretarial, administrative and organisational service to the SENCO and where relevant the Head Teacher in relation to the Pupil Support department; keeping the diary up-to-date, making arrangements and appointments as necessary with appropriate knowledge of software, operation of office equipment and the processing of incoming and outgoing mail is required.
* Produce lists, information and data as requested by senior staff or external agencies.
* Develop and maintain manual and computerised records and management information systems in line with school needs, data protection and TPAT policies and procedures.
* Update and maintain SEN register with SENco.
* Act as the main point of contact for the Pupil Support office; investigating queries, assessing the nature of telephone calls, referring them to the appropriate person without referral to the line manager where possible, and receiving visitors in a courteous, prompt and efficient manner, to ensure that staff, stakeholders, children, families and external agencies who contact the school are dealt with efficiently and consistently.
* Act as the first point of contact for pupils who visit Pupil Support; liaising with appropriate staff members and recording details where relevant.
* Lead small intervention groups where required.
* Complete referrals where required; to other agencies, such as Speech and Language therapy.
* Ensure annual review paperwork for EHCP and HNF applications and process forms, returns etc., is complete and submitted on time; including those to outside agencies.
* Liaise with other Pupil support staff and external agencies and ensure actions are referred or dealt with, as required.
* Analyse and evaluate data and information and run reports, where requested.
* Contribute to the planning and development of administrative procedures and systems in the pupil support department.
* Liaise with the school office to help maintain records on numbers of pupils entitled to FSM, ensuring correct paperwork is received detailing entitlement.
* To handle all sensitive and confidential matters with discretion.

**Individuals in this role may also undertake some or all of the following:**

* Organise arrangements for school visits and events relating to SEN.
* Monitor pupil attendance and run reports if necessary.
* Assist with producing marketing and promotion material for the pupil support department.
* Support the school office where required with the registration and administration systems for Pupil Premium families.
* Assist SENCO with administration of SEN.
* Administration / bookings for room allocations. Maintain weekly timetable for meetings, events etc.
* To manage phone calls for the SENCO – screening calls, resolving issues with sensitivity and confidence, using initiative as required and referring on as necessary.
* To open and review any written / electronic correspondence / letters for the SENCO and draft responses as directed.
* To organise and support meetings, preparing agendas and minutes as required. To ensure that matters arising from meetings are dealt with by the appropriate people within agreed timescales.
* Arrange and coordinate appointments on behalf of the SENCO, organising venues, equipment, and dealing with relevant documents, as required.

GENERAL

* Be aware of and comply with all policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person to ensure pupils’ wellbeing.
* Support the safeguarding and welfare of children and young people within the school.
* Be aware of and support difference and ensure equal opportunities for all.
* Contribute to the overall ethos / aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans.
* Participate in training and other learning activities and performance development as required. Share good practice with colleagues, receive support from others in areas of development.
* To fulfil any other duties as required by the SENCO and the Head Teacher with the agreement of the post holder.

This job description describes the way in which the post holder is expected and required to perform and complete the particular duties set out above.

It can be amended, in consultation with the Head Teacher, to reflect the changing needs of the school and should be reviewed annually.

Job Holder…………………..…………………………………………….. Date ……………………….

Head Teacher..……………………………………...………………….... Date…………….…………..

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**Person Specification:** Admin level 3 – SEN Senior Administration Officer

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | **CRITERIA**  |
| **QUALIFICATIONS** | * NVQ Level 2 or equivalent.
* A relevant administration and/or Teaching Assistant qualification would be desirable.
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| **EXPERIENCE** | * Experience of development, management and operation of administrative systems.
* Experience of using school specific recording apps is desirable.

**Desirable*** Working with pupils with SEN.
* Working in a school or education setting.
* Delivering interventions to small groups of pupils.
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| **SKILLS AND ABILITIES** | * Literacy and numeracy skills.
* Computer literacy - ability to produce a range of documents and reports, including non-standard reports, using Windows WP package, Excel spreadsheet and database functions.
* Supervisory skills.
* Interpersonal, organisational and administrative skills.
* Good understanding of Special Education Needs and disabilities.
* Ability to develop and maintain effective computerised and manual filing systems.
* Ability to organise and prioritise workload to achieve deadlines.
* Ability to investigate complex queries and anomalies when required.
* Ability to take accurate notes and minutes of meetings.
* Ability to take a proactive approach to tracking action points from meetings and correspondence, in liaison with the managers concerned.
* Co-ordination skills when arranging meetings and appointments and arranging client care when required.
* Ability to monitor and process accurate records.
* Commitment to equalities and the promotion of diversity in all aspects of working.
* Able to use own initiative to solve problems and respond proactively to unexpected situations.
* Able to deal calmly, tactfully and effectively a range of people.
* Ability to show sensitivity and objectivity in dealing with confidential issues.
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| **KNOWLEDGE** | * Knowledge for implementing a range of administrative procedures, including use of relevant ICT packages and systems.
* Knowledge of the School’s Record Retention Policy.
* An awareness of Freedom of Information (FOIs) and Subject Access Request (SARs) procedures and protocols.
* Knowledge of a range of IT systems.
* Knowledge of computerised and manual filing systems.
* Awareness of Data Protection and confidentiality issues.
* Staff will be expected to have an awareness of and work within national legislation and school policies and procedures relating to health and safety.
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