

Herne Bay High School

**Job Description**

**SEND Administrator**

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| **Post Held** | **SEND Administrator** |
| **Key purpose** | To ensure that all administration tasks relating to students with SEND and Children in Care are undertaken effectively and efficiently. |
| **Reporting to** | **Deputy SENCo** |
| **Specific Duties** | * To assist the Deputy SENCo and Assistant SENCo with the administration of the SEND Register, ensuring that information is kept up to date. Entering of updates onto SIMS. * Assisting with the typing of Education Health Care Plan Annual Reviews, Personal Education Plan Meetings and Children in Care Reviews. * Assist in keeping appropriate records of communication linked to Individual Health Care Plans. * Assist with administration of the Virtual School Kent Children in Care Project. Ad hoc typing as required. * To liaise with Year Managers, in conjunction with SEND team, to ensure that students’ Personal Plans are kept up to date. * Maintain filing/archive system ensuring access to source documents in accordance with document retention policy. * To provide cover or assistance to other members of SEND team during periods of absence and peak work loads * Ad hoc requests from SEN team * Follow safeguarding procedures as outlined by the DSL and listed within relevant policies * Any other task which may reasonably be requested by the SEN Team or Principal commensurate with the post. |
| **Pay Range** | **HBHS Band 3  Term time plus two weeks**  **37 hrs 8-4pm (Friday 8-3.30pm)** |
| **Reviewed** | **July 2021** |