

Bishop's Hatfield Girls' School

Job Description

Job Title:	SEND Administrator
Date reviewed:	June 2024
Grade:	H5
Hours:	Negotiable, anticipated to be 16 - 22 per week, term time plus 1 week (to include INSET days)

Responsible to: SENDCO

Purpose of the job:

- To provide administrative support to the SENDCO.

Main Responsibilities

- Acting as the first point of contact for the SENDCO, dealing with day-to-day routine correspondence and enquiries from students, parents, teachers, Learning Support Assistants and outside agencies in a timely manner, referring queries to appropriate staff.
- Producing standard letters for the Learning Support Team.
- Organising multi-agency meetings and taking notes at meetings, as required.
- Maintaining a good diary system and calendar including for annual reviews of essential SEND related documentation eg Medical Care Plans
- Ensuring reports are completed on time and chasing up any missing information from internal and external colleagues.
- Supporting the administration of access arrangements.
- Communicating with parents, external agencies, staff and students.
- Collate, input and assess a range of data to maintain student information and SEND records.
- Administer the EHCP review process: diarise and coordinate Education Health Care Plan (EHCP) reviews for high needs students, under the direction of the SENDCO.
- Liaise with staff, parents and professionals in the completion of referrals associated with SEND.
- Support internal communications with staff on SEND students support needs.
- Supporting SEND transition from primary schools.
- Where necessary to include administrative duties for other areas as directed.
- To undertake any other duties appropriate to the grading of the post, as reasonably required.

Personal and professional standards

- Support the aims and ethos of the school as defined in the school vision and values.
- Maintain confidentiality at all times.
- Be aware of and comply with all relevant policies and procedures within the school particularly those relating to child protection and safeguarding, equality, health and safety, code of conduct and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Business Leader or Headteacher.
- To set a good example in terms of professional dress and appearance, punctuality and attendance.
- Take responsibility for personal development making full use of the school's professional development opportunities and training.
- To participate in performance appraisal, as required by the school's policies and practices
- To attend and contribute to team and staff meetings and training as appropriate
- To provide a courteous, prompt and polite service to all members of the school community including parents, students, all staff and visitors.
- Support whole school activities or events such as open events, fairs and staff meetings.

Additional Information

All staff are responsible for the safeguarding of pupils and for compliance with the school's code of conduct.

This job description is current at the date shown and may change as the role develops or if any further re-structuring takes place. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Working hours will be agreed with the Business Leader, and anticipated to be 16 - 22 hours per week, term plus 1 week (39 weeks worked, 44.4 weeks paid) pa. There may be the occasional need to attend events out of normal hours and time off in lieu will be given during school holidays. Please refer to the Contract of Employment part 2 and the Support Staff TOIL and Holiday Working Policy for terms and conditions.

Employees are expected to be courteous to colleagues and provide a welcoming environment to parents/carers, visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Disclosure and Barring Service

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the school's pre-employment checks.

Person Specification

The list below is not exhaustive, nor is it essential for candidates to have extensive experience in all aspects. We are looking for the right person who has the commitment and determination to succeed in this role.

Experience and Knowledge

A levels or NVQ Level 3/4 or higher
GCSE Maths and English or equivalent
Understanding of SEND
Relevant administration experience
Numeracy and literacy skills commensurate with the role

Skills and Abilities

Sensitive, compassionate, friendly and professional approach
Good problem solving skills
Strong organisational skills
Ability to meet deadlines under pressure and with minimal supervision
Excellent communication and interpersonal skills
Ability to review and develop systems and procedures
Ability to plan for and respond positively to change
Work effectively and supportively as part of a team, understanding school roles and responsibilities and own position within these

Ability to produce written work of a high quality and maintain data accurately
Exercise a high degree of integrity and confidentiality
Strong IT skills including ability to train in the use of Arbor, emails, Google suite (documents, spreadsheets, slides) use of online portals and production of reports

The above list of duties may change from time to time and the job holder is expected to undertake any other duties as reasonably requested by the SENDCO.