

Job Description & Person Specification

School Administrator and SEND Admin Support



Contract: Full time (or part time or job share considered for the right applicants), term time only (37 hours per week; 39 weeks per year)

Hours of work: Working hours between 7.45am – 4.00pm, Monday – Friday. Actual hours to be discussed at interview.

Pay scale: NJC scale point 2 - 7 (depending on experience)

Accountabilities

Reports to: Office Manager

Direct reports: N/A

Member of: Administrative team

Core purpose

To provide administration support to the whole school, to prepare SEND paperwork as required to support annual reviews and tri-age SEND email and parent communications. Dealing with all aspects of administration including liaising with staff, students and parents, dealing with parent and student communications, managing shared email inboxes provision of first aid, preparation of paperwork for SEND meetings, maintaining filing systems across both teams and note taking.

Specific responsibilities

General Administration (all administrative staff)

- To undertake scanning and filing for staff, student and finance records.
- To undertake regular data maintenance of school student and SEND systems as directed.
- To support the production of staff and student documents, including timetables, staff rota, reports and letters.
- To send communications to families and other stakeholders as directed.
- To assist with parents' evening bookings and associated administration and communications.
- To record and report student accidents and/or incidents.
- To assist with the administration of trips, events, admissions and any other activities.
- To support the administration of attendance, punctuality and behaviour - updating appropriate records and issuing slips where necessary.
- To provide emergency first aid, ensuring that accidents are logged appropriately.
- To provide certain pre-approved medical support for students with identified needs (e.g. diabetes).
- As part of the wider administration team, to support the general administration of the school as reasonably required.
- To provide additional support to finance, exams and admissions colleagues where there is capacity to do so. E.g. providing short term cover, ad hoc filing etc.

SEND Administration Support

- Provide administrative and clerical duties needed to support the SEND department.
- Liaise with parents, the Local Authority and other stakeholders as necessary.
- Manage the SEND filing system (including emails, record of telephone conversations), the archiving, retrieval and disposing of SEND information as appropriate.
- Collate, input and assess a range of data required to update SEND Records and student information.
- Collate, input and assess a range of data to create reports for student tracking.
- Ensure all Annual Review paperwork is prepared and submitted on time.
- Update the SEND Register and other records.
- Assist with timetabling of support.

- Liaise with primary/feeder schools and external service ensuring that all SEND information is received.
- Forward SEND information to transfer schools.
- Produce all letters and reports as required, including individual letters to parents, arrange meetings, take minutes, respond to telephone calls and messages.
- Assist in updating provision plans.

General Responsibilities (all staff)

- To perform duties and attend meetings as reasonably required.
- To participate in the school's performance management scheme.
- To undergo in-service training where required and to share expertise and skills with others.
- To contribute to the school's pastoral system.
- To observe and implement current school policies and good practice.
- To contribute to the overall Christian ethos/work/aims of the school.
- To carry out such particular duties as the Headteacher may reasonably direct from time to time.

Person Specification

Experience- essential

- Experience working in a busy office environment.
- Experience of using Microsoft Office, particularly Word, excel and Outlook.

Experience- desirable

- Experience working in a school setting, and/or with young people.
- Experience as a first aider.

Knowledge and qualifications- essential

- Strong organisational skills.
- Excellent numeracy/literacy skills.

Knowledge and qualifications- desirable

- Knowledge of data protection regulations and administration procedures.
- Knowledge of information management systems, in particular BromCom and Edukey.
- Knowledge of school safeguarding requirements.

Skills and attributes- essential

- Ability to work individually as well as a team
- Ability to work flexibly
- Ability to manage own time and prioritise tasks
- Ability to relate well to children and adults
- Ability to persuade, motivate, negotiate and influence
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to remain calm under pressure and work to deadlines
- Logical and methodical approach when tackling complex tasks
- Ability to pay attention to detail