



## **JOB DESCRIPTION** **SEND ADMINISTRATOR**

**Job Title:** SEND Administrator

**Hours of work:** 37 hours per week – Term time plus 5 INSET days (39 weeks)

**Salary:** Grade 3 (SCP 6-9) £ 24,796 - £25,989 FTE

**Annual Leave:** Academy Holidays

**Line managed by:** Executive SENCo / Deputy SENCo

**Purpose of role:** To provide confidential management and administrative support for the day-to-day operation and strategic planning for the Specialised Learning Centre (SLC), including support to teachers. This role supports the Executive SENCo, Deputy SENCo, and tutors, whilst ensuring a welcoming and supportive atmosphere for students and parents.

To support the provision of an effective and efficient administration service across the SLC.

### **Specific Duties and Responsibilities**

#### **1. Support the SEND team with administration as required, including:**

- To provide a professional, confidential, administrative and secretarial service for the Executive SENCo and Deputy SENCo.
- Support the Executive SENCo, Deputy SENCo in communications with students, parents and external agencies as required.
- Provide a first point of contact for students, staff, parents, and external agencies. Receiving visitors, speakers and prospective students and showing visitors around
- Prepare all the data for the Census as needed, linking with staff to ensure accuracy.
- Use SIMS and Go4Schools to track and evaluate data, liaising with the Deputy SENCo, tutors and parents. Identify patterns to inform appropriate action.
- Produce and manipulate data and reports as required.
- Under direction, liaise effectively to ensure that information is shared appropriately.
- Support the preparation for student admissions, and ensure a fully coordinated process is operated and staff and students are fully prepared for admission start dates. Liaise with support staff and other schools to support the procedures and documentation.



- Support Medical Supervisor with parental enquiries and student files.
- Assist the SLC in providing student daily timetables including responding to daily changes.
- Process EHCP applications to deadline
- Process paediatric referrals to deadline.
- Support the SLC team in monitoring attendance at subject intervention sessions.
- Ensure students and staff are made aware of appointments in the SLC.
- Undertake routine administration to include distribution of internal/external mail. Photocopying and related liaison with Main Admin Office and Finance Office
- Liaise with the Examinations Officer regarding the organisation of examinations and dissemination of examination entry information for SEND students.
- Maintain accurate and up-to-date, centrally held records of students on Go4S, SIMS and produce reports and statistics as required e.g. leavers, retention and student destinations. Create and maintain material for the SEND Information Report, Academy Development Plan, and Ofsted etc.
- To develop and manage the SEND filing system (including emails, records of telephone conversations), the archiving retrieval and disposing of SEND information as appropriate.
- Liaise appropriately with the R2L tutor team regarding all relevant administrative issues.
- Student and parent voice; set up questionnaires on Surveymonkey and produce reports for the Executive SENCo / Deputy SENCo.
- Administer SLC Events, e.g., Open Evening, Review Evenings, Coffee afternoons.
- Data input, including maintenance of student records and updating changes on SIMS / Go4Schools
- Arrange & minute meetings as required including weekly department meetings.
- Promote equality and enable the educational and social inclusion of all students.

### **General Duties and Responsibilities**

General administrative tasks as required for the SLC, including during the holiday periods:

- Maintain electronic student records through the use of the Academy's MIS, ensure absence information is recorded using Go4Schools information system and in



accordance with statutory guidance, maintain manual copies of student details, archive past students' files and prepare file redaction for past students as required.

- Produce letters and other correspondence as required including student files, teacher files, compilation of bulletins and newsletters, and any other communication with parents and students, sending correspondence through SIMS In Touch.
- Assist with the administration of school events such as parents' evenings, tutor evenings, celebration assemblies, and open evening, medical vaccinations.
- Contact parents via telephone as and when required.
- Any other duties required as directed by the Line Manager.

### **Organisational effectiveness**

Any task which is appropriate to the post level in order to maintain/enhance organisational effectiveness which may include redeployment to other departments – to include cover for absent colleagues and/or relocation to areas of need

### **Responsibilities and Accountabilities:**

#### **Child Protection**

Sir Robert Pattinson Academy is committed to safeguarding and promoting the health, safety and welfare of children, young people and vulnerable adults. Staff and volunteers are expected to share this commitment for whom they are responsible or with whom they come into contact in the course of their duties.

This role is subject to an enhanced Disclosure and Barring Service check along with other relevant employment checks.

#### **Standards and Quality Assurance**

- Support the aims and ethos of the Academy as identified in the staff handbook
- Promote and model good relationships with pupils, colleagues, parents and visitors
- Set a good example in terms of dress, punctuality and attendance.
- Participate in training and take a lead in own professional development
- Participate in the Academy's staff appraisal process

This job description is illustrative and not a comprehensive list of all tasks that will be carried out. The post holder may be required to perform other duties appropriate to the level of the role, as directed by the Head Teacher and to support the general operation of the Academy.

Employee name .....

Employee signature ..... Date .....