



Job Description

Job Title: Administrator in SEND

Grade: Spine Point 7 - 10

Work Pattern: Full Time, Term Time
(36 hours per week)

Reports To: SENCO

Staff Managed (if any): None

Main Duties and Responsibilities

KEY RESPONSIBILITIES:

- Provision Map entry for agency work and agency liaison as required, Pupil Premium and general regular updates from all staff.
- Pupil Passport cycle — Gather pupil feedback from staff and pupils, prepare pupil passport, book parent meetings, log information on SIMS and send parent reminders, share information with staff, update spreadsheet logging completed meetings, creating pupil passports for new Year 6 transition pupils.
- Support the Prince's Trust qualification – Update applications, print pupil folders and make appointment slips for pupils as necessary.
- Provide data for pupils with EHCPs as requested by the SENCO or deputy SENCO.
- Contribute to procedures and processes that allow effective liaison with external agencies.
- To be able to effectively communicate with parents.
- First point of call for the SEND Team.
- Write and send letters as required by the SENCO and Deputy SENCO.
- SEND Office filing.
- Photocopying and scanning for SEND team.
- Update and maintain the SEND and medical register for the SEND team and on SIMS.
- Produce invitations and paperwork for Annual Reviews and other SEND meetings.
- Input, retrieve and analyse information using the SIMS system.
- Ensure the safe disposal of confidential waste.
- Collate individual feedback for pupils on the SEND register and at risk register and preparing them for reviews.

- Update all tracking data kept in the department as directed.
- Update support timetables for students.
- Liaise with schools, colleges and other relevant bodies to gather pupil information.
- General administration — Partnership Research Projects & Workshop Coordination
- Assist the SENCO/Deputy SENCO/Examinations Officer with special exam arrangements for pupils with special needs. Keep all data, folders and paperwork updated.
- Co-manage the diary for the SENCO and Deputy SENCO.
- Be able to work with pupils and offer support in the Oak Centre when required.
- Keep up to date job cards.
- Careers - Administration support for trips, 1-2-1 pupil action plans, work experience and careers cluster paperwork.
- To ensure confidentiality as times.
- Jack Petchey — Coordination of pupil awards and administration.
- Careers Information, Advice and Guidance administration.
- Alternative Education administration.

This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. The post holder may be required to undertake other duties and responsibilities commensurate with the grade and scope of the post. This job description may be subject to amendment, to meet the changing needs of the Academy, following appropriate consultation.