

**JOB DESCRIPTION**

Department: <b>EDUCATION</b>	Section:
Job Title: <b>ADMINISTRATION ASSISTANT - SEND</b>	Location: Garth Hill College
Responsible to: <b>ADMINISTRATION MANAGER</b>	Grade/Salary Range: BG–J 4-6

**JOB PURPOSE**

**Job Purpose:**

- Planning, co-ordinating and administrating the EHCP Annual Review process, as per the statutory guidelines.
- Maintaining the SEND register.

**MAIN DUTIES AND RESPONSIBILITIES**

**Duties and responsibilities**

- Providing administration support with the EHCP annual review process, to include planning, scheduling, and taking minutes for all annual review meetings.
- Documenting outcomes and collating paperwork including reports for the Local Authority, parents, outside agencies and staff, completing all processes within statutory timescales.
- Maintaining the SEND filing systems, ensuring records are easily located and identifiable.
- To be responsible for keeping the SEND register up to date.
- Answering incoming and internal telephone calls, taking messages/undertaking any action necessary, and following up as appropriate.
- To undertake retrieval of information, generation of general reports etc. from SIMS as required.
- As a qualified first aider (training given), delivering first aid to pupils.
- To undertake any other tasks as required by the Administration Manager.
- To maintain appropriate standards of professional appearance and conduct.
- To comply with college policies and to maintain the total need for confidentiality and data protection.

**SCOPE OF JOB**

All employees working with children and young people have a responsibility for safeguarding and promoting their welfare.

**Date:** .....

**Signature:** .....