

Job description: Administrator with SEN Admin responsibility

Location	Meadow Park Academy, Reading
Contract term	Fixed Term
Full time/term time	Full time or Part time considered/Term time
Pay range	RG2 SCP 3 £18,562 – RG3 SCP 11 £21,212 pro rata
Reporting to	Operations Manager

Job purpose

- To provide admin support across the school and to the Headteacher on a daily basis.
- Provide all aspects of admin support to the SENDCO with regard to SEND aspects.
- Handling sensitive and highly confidential material in an appropriate manner
- Maintaining up-to-date records in various systems used by Meadow Park Academy
- To observe confidentiality and to support the school's endeavour to provide excellent teaching and learning for all students.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people
- Ensure relevant documentation is completed in line with SEN Code of Practice
- To work as part of a team to support the efficient and effective running of the Admin Team.

Main duties and responsibilities

- Provide PA support to the Headteacher and Deputy Head as required
- EHCP's – organise annual review meetings, prepare paperwork, submit reviews, keep spreadsheet up-to-date, monitor the return amended EHCPs, and ensure all EHCPs are updated on Provision Map.
- PEPs – prepare paperwork for meetings and complete EPEPs where possible
- Early Help Assessments – attend training as necessary, prepare and submit assessments, organise follow-up meetings and submit review sheet
- Check and maintain the school SEN information on the website in conjunction with the Operations Manager
- Provide flexible cover for other office roles when required by either the Operations Manager or other Admin staff
- Carry out any other reasonable duty as requested by the Head Teacher or Senior Leadership Team

Communications

- Letters home
- Liaise with external agencies for training

- Communicate effectively, both orally and written, with caseworkers, medical professionals, council staff and parents
- Attend LA network meetings in SENDCO's absence
- Arrange termly SEN review meetings with parents
- Support with ECINs
- Deal with any Department enquiries for both staff and pupils

Administration

- Organise and manage SENDCo diary
- Take minutes for meetings
- Support with timetabling as required
- Prepare notes for team meetings
- Organise transition information
- Support with renewal of key SEN paperwork policy, SEN information report, policy medical conditions and CLA policy

Health and Safety responsibilities

- To complete First Aid training and administer First Aid to any child/adult who has a minor accident.
- To ensure a child's safety and comfort if they are unwell, communicating with parents.
- To comply with all relevant standards of safety, security and hygiene, ensuring that knowledge of the standards are up to date.
- To care for, maintain and clean the school environment and play equipment, ensuring that communal areas such as toilets, kitchen and laundry are always clean and in order.
- Minor incidents to be dealt with within the class but major issues referred to the caretaker/operations manager. This is a shared responsibility with all staff.
- To report maintenance issues to the caretaker.

Professional Development Responsibilities

- To attend training courses as required, including some in-service days.
- To take responsibility for ensuring own knowledge is up to date and relevant, i.e. keeping abreast of current educational practices and other relevant areas such as health and Safety and Safeguarding Children.

School Development Responsibilities

- To contribute to planning for developing good practice.
- Sharing knowledge both existing and gained through daily practices, team meetings and training.

Other Responsibilities

- To undertake any other duties instructed by the Head.



This job description will be supported by the school improvement plan, which may identify key distinct tasks and responsibilities for this role in the school year. These will be derived from ongoing school self-evaluation and other local/national priorities. The Post holder's duties must be carried out in compliance with the school's policies and procedures including child protection and safeguarding procedures.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful candidate.

Person specification: Administrator with SEN Admin responsibility

Qualifications and training <i>Evidenced through: Application</i>	Essential	Desirable
Excellent numeracy/literacy skills – GCSE standard in English and Maths essential	✓	
Minimum two years' administration experience	✓	
Specialist skills/training in curriculum or learning areas e.g. bi-lingual, sign language, ICT		✓
Minimum Level 3 administration qualification or equivalent work experience		✓

Experience/employment record <i>Evidenced through: Application/ Interview/ References</i>	Essential	Desirable
Experience working in a school setting		✓
Knowledge or experience of SEND or equivalent		✓
Demonstrate effective team working and able to develop co-operative working relationships across the School	✓	
An awareness of range of needs of people from diverse ethnic, cultural and social backgrounds	✓	
Excellent ICT skills. Proficient in the use of Microsoft Excel, Word, Outlook, PowerPoint, Internet Explorer and databases	✓	
Ability to prioritise to ensure that deadlines are met, whilst working under pressure	✓	
Ability to carry out general administrative skills and to deal with a variety of tasks such as filing, typing, distribution of post, etc.	✓	
Ability to compose routine correspondence appropriate to intended audience as well as ability to effectively take minutes of meetings	✓	
Diplomatic approach in dealing with difficult situations	✓	

Personal qualities <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
The ability to converse at ease with members of the public and provide advice and information in accurate spoken and written English.	✓	
Positive communication and listening skills	✓	
Patience, tolerance and sensitivity	✓	
Ability to work in a highly organised and methodical manner	✓	
Ability to maintain confidentiality on all school matters	✓	
High level of initiative and ability to work independently	✓	
Ability to work pro-actively to achieve efficiency and effectiveness	✓	
Ability to work as part of a team, and lead when required.	✓	
Ability to relate well to children and adults	✓	
Work constructively as part of a team, understanding roles and responsibilities and your own position within these	✓	
Constantly improve own practice/knowledge through self-evaluation and learning from others	✓	
Ability to remain calm, composed and flexible within a fast moving and pressurised environment	✓	
Enthusiasm	✓	