



### **SEN Administrative Assistant**

**37.5 hours per week/ 39 weeks per year**

**Salary £29,540-£32,198. Actual Salary £23,688-£25,819**

Purpose: To support the SENDCo and Learning Support department in all aspects of their administration

#### **Main (Core) Duties - *Administrative Support for the SENDCo***

- All administrative and clerical duties needed to support the SENDCO
- Answering enquires, typing, faxing, and sending letters and reports to parents /outside agencies
- Booking appointments with parents and professional colleagues (Outside agencies)
- Liaising with parents, the Local Authority and other stakeholders as necessary
- Dealing with situations of a sensitive nature
- Ensuring all Annual Review paperwork is prepared and completed prior to an Annual Review.
  - Following an Annual or Interim Review, paperwork is completed and sent to the LA according to the Statutory time frame,
- Update the SEN Register and other records
- Assist with timetabling of support
- Assisting with the ordering of all books and equipment needed for the department
- Assist and help set up for Open Evenings, Tours, Taster Day and Parents Evening
- Typing Individual Education Plans and arranging their reviews
- Manage and maintain records and SEN Data.

Whilst every effort has been made to explain the main duties and responsibilities a new and growing school requires flexibility in all of its employees. This job description is current at the date shown but may be changed by the Principal or SENDCo to reflect or anticipate changes in the job and development of the school.

## **PERSON SPECIFICATION**

### ***Administrative Assistant: Special Educational Needs Essential unless noted as desirable***

- Working knowledge of the SEN Code of Practice
  - An understanding of the Education Health and Care Plan assessment and Review process
  - Experience of working in a school setting (desirable)
- Appropriate experience in administration
- Proven track record of working with a team
- Excellent I.T. skills (Microsoft office, email, internet etc.)
- Knowledge of SIMS database
- Willingness to learn new skills and acquire new areas of knowledge
- Excellent verbal and written communication skills
- Able to prioritise work load
- Flexible working and ability to multi-task
- Calm in a crisis
- Uses own initiative
- Able to interact effectively with staff, parents, students and outside agencies
- Efficient, organised and meticulous
- Discrete
- Understanding and sensitive to others
- Keen to develop the role