

The Special Partnership Trust

A community which aspires together

Delivered by:

An ambitious, inspirational partnership of outstanding learning.

Achieved by:

An integrated Trust with strong leadership at all levels in delivering outstanding educational outcomes, empowering pupils, parents, and staff to strengthen our community even further.

JOB DESCRIPTION

Job Title:	EHCP Administrator
Salary:	£25,350.00 FTE £12,541.92 actual salary
Base:	Doubletrees School
Main Purpose of Job:	
<ul style="list-style-type: none"> - To be responsible for supporting, monitoring EHCPs for pupils throughout the school to agreed annual targets. - To process & manage the admissions of pupils into school. - To complete all administration relating to School Reports. 	
Main Duties and Responsibilities:	
<ul style="list-style-type: none"> • To liaise closely with the parents, carers and other professionals and to develop effective partnerships in the interests of the pupil • To plan, coordinate and administer Annual Reviews, Transition Reviews and any in-year reviews and plan adjustments to reflect changes in child's needs or circumstances • Take minutes of EHCP/AR meetings and produce reports and statistics for the Headteacher • To act as first point of contact in relation to EHCPs, establish and maintain positive relationships with parents, carers and other partner services • To attend all review meetings and update review documents appropriately • To generate all Annual Review and School Report documentation in appropriate formats working in liaison with the Local Authority SEN Assessment Team and Placement Team, ensuring that deadlines are met • To plan and develop the School Report timetable/deadline schedule, monitor and action completion of tutor comments, and proof read and distribute within strict deadlines • To deal with issues relating to appeals and enquiries from parents • To coordinate data effectively using Arbor as required • To manage and process the admissions of pupils into school • To update the relevant colleagues and the school's computerised and systems with all necessary data for the Annual Review Process Including maintaining information relating to pupil records • To maintain paper-based filing systems and other general admin duties such as photocopying and archiving in relation to EHCPs • To provide reception cover and general admin support as required 	
General – applicable to all Trust roles:	
<ul style="list-style-type: none"> • To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the academy's and the Trust's pupils at all times 	

- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance
- To adhere to Trust values and behaviours
- To be aware of and adhere to all Trust policies and procedures
- To be responsible for your own continuing self-development and attend meetings as appropriate
- To undertake other duties appropriate to the post as required

Person Specification:			
	Essential	Desirable	Recruiting method
Education and Training	Attainment of 5 GCSE's A-C (or equivalent) including English and Maths	Attainment of NVQ Level 2 qualification in clerical related field	Application
Skills and Experience	<p>Experience of working in an administration role or similar</p> <p>Typing skills</p> <p>Strong people skills; welcoming yet professional</p> <p>Ability to relate well to children and adults</p> <p>Excellent time management and organisational skills</p>	<p>Experience of clerical work in a school or similar environment</p> <p>Experience of working with school MIS</p>	Application/ Interview
Specialist Knowledge and Skills	<p>Knowledge and practical application of Microsoft packages</p> <p>Ability to demonstrate suitability to work with children</p> <p>A team player, with a positive and enthusiastic attitude</p> <p>A commitment to the protection and safeguarding of children and young people</p> <p>An awareness, understanding and commitment to equal opportunities</p> <p>A flexible approach with the ability to accommodate changes in priorities</p> <p>Understand and respect the principles of confidentiality</p>	Knowledge of EHCPs and the process around them	Application/ Interview

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Special Conditions related to the post:

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All new employees will be required to undertake mandatory training required by the Trust.

Trust Benefits:

Our Trust is committed to providing employee benefits that motivate and reward our employees. Our benefits include:

- A competitive salary
- Attractive terms and conditions including holidays
- Eligibility to join the local government pension scheme/Teachers pension scheme
- Family friendly policies
- Local and national discount schemes and initiatives
- Continued professional development support
- Flexibility to work across the Special Partnership Trust, the largest SEN provider in the county
- Support for the wellbeing of staff