JOB DESCRIPTION

Job Title: **EHCP Administrator**

Reports to: **EHCP Manager**

Start Date: **As soon as possible**

Job Purpose:
To provide administrative support to the EHCP Manager for the Annual Review Programme at Gosden House. To cover the school reception when required.

Main duties:

- Drafting the EHCP annual review paperwork for all 148 students annually.
- Minuting review meetings and writing up the minutes.
- Printing and compiling the review paperwork for each student's review in a timely fashion.
- Organsing the invitations for each review and completing the paperwork prior to, and after reviews.
- Recording and updating the EHCP outcomes documents for each class.
- Adding Section A updates to review paperwork.
- Working alongside the EHCP Manager to liaise with parents, therapists and classroom staff ahead of reviews.
- Collating therapy needs for each student from their EHCPs.
- Transferring and maintaining electronic files.
- Monitoring school email account for consults and admissions.
- Answering the phone and covering the front desk as required.
- Please note that this list is not exhaustive and the successful candidate will be expected to get involved in school life and offer support where necessary.

ICT:

- Use of Microsoft Office.
- Competent in using various IT systems and eager to learn.

SAFEGUARDING STATEMENT: Gosden House School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The appointment will be subject to satisfactory references and an enhanced disclosure through the Disclosure and Barring Service (DBS).

We reserve the right to close any recruitment campaign early.

5.11.2026