

Part A - Grade & Structure Information

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| **Job Family Code** | **4BF** | **Role Title** | **EHCP Administrator** |
| **Grade** | **P4** | **Reports to (role title)** | **School Operations Lead / SENCo**  **Principal** |
| **JE Band** | **135-**  **160** | **School** | **The Howard Partnership Trust** |
| **Date Role Profile created** | **February 2020** |
| **Part B - Job Family Description**  The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. THPT reserves the right to review and amend the job families on a regular basis. | | | |
| **Role Purpose**  including key outputs | | To provide efficient and effective SEN administrative and EHCP support as a member of the school office support team  **SEN Support**   * Annual Reviews – scheduling review, liaising with internal and external agencies, preparing paperwork, completing forms for sending out and preparation of confidential information, on occasion attending meetings & computer minute taking; room set up and ordering of supplies as required * Termly meetings - updating school reports, preparing packs for teaching staff, liaising with parents and setting up & distributing targets for home and school. * Termly meetings - setting up the online booking system (Eduspot) for teacher meetings and ensuring all parents are booked on appropriately * Reading relevant incoming information and disseminating as appropriate * Proof reading reviews, reports, letters and other documentation from school | |
| **THPT Work Context and Generic Responsibilities** | | Maintain confidentiality in and outside of the workplace.  Be pro-active in matters relating to health and safety and report accidents as required.  Support aims and ethos of the school setting a good example in terms of dress, behaviour, punctuality and behaviour, punctuality and attendance.  Uphold and support the School’s Policies and procedures on the  Safeguarding of young people. | |
| **Line management responsibility**  if applicable | | N/A | |
| **Budget responsibility**  if applicable | | N/A | |
| **Representative Accountabilities** Typical accountabilities in roles at this level in this job family | | **Analysis, Reporting & Documentation**   * Organise information to agreed procedures by filing, data entry, checking/matching data etc to ensure accurate records are maintained. * Prepare and dispatch a range of routine documents to meet the   daily priorities in their area of responsibility.  **Service Delivery**   * Carry out administrative and/or support activities to contribute to   the smooth running of the work unit. | |

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|  | * Receive and respond to everyday enquiries from customers to provide a timely, courteous and efficient service to others.   **Planning & Organising**   * Organise routine meetings, make arrangements and bookings   under clearly defined instructions and maintain diaries.   * Help to prepare straightforward materials to assist in the   effective organisation of internal/ external activities   * Assess the range and volume of work to be undertaken for the days ahead and plan to ensure it is completed to time and to an appropriate standard.   **Finance/Resource Management**   * Follow set order procedures to ensure adequate low value supplies and resources are available to meet office/work unit requirements.   **Work with others**   * Receive visitors and provide basic information in a courteous manner to promote a positive image of the work unit.   **Duties for all Values:**  To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.  Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.  To have regard to and comply with safeguarding policy and procedure as appropriate. |
| **Education, Knowledge,** | * Minimum 3 GCSEs at Grade C or above, or equivalent, or able to |
| **Skills & Abilities,** | evidence ability at an equivalent level. |
| **Experience and Personal** | * Working knowledge of relevant systems, equipment, processes |
| **Characteristics** | and procedures. |
|  | * Ability to apply relevant health and safety, equality and diversity, |
|  | and other County/Service policies and procedures. |
|  | * Competent in a range of IT tools. |
|  | * Ability to work with others to achieve objectives and provide |
|  | excellent customer service. |
|  | * Ability to communicate clearly orally and in writing. |
|  | * Accuracy and ability to prioritise and organise own workload. |
|  | * Previous office experience to enable jobholder to deal with |
|  | administrative procedures confidently. |
| **Details of the specific** | The successful candidate will be subject to a satisfactory enhanced |
| **qualifications and/or** | disclosure from the Disclosure and Barring Service (DBS). |
| **experience if required for** | THPT is committed to the safeguarding and promoting the welfare |
| **the role in line** | of children and young people and expects all staff and volunteers |
| **with the above description** | to share this commitment. |
| **Role Summary** | Roles at this level support service users and/or staff as part of a specific service or team. They typically provide administrative or  procedural support working on a broad range of routine activities within well established procedures. They will work in teams under |

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|  | the guidance of more senior colleagues and will be expected to be able to plan and organise their own workload, on an hour-to-hour and day-to-day basis within clear procedures. They will need to understand the objectives of the department sufficiently to allow them to time and sequence tasks so that they can support the  work of others effectively. |

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