St Philip's School

Harrow Close, Chessington, Surrey, KT9 2HR
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Principal: Ben Walsh

Job Description: EHCP Co-ordinator & School Administrator

Job Title:

EHCP Co-ordinator & School Administrator

Reports To:

SENCo / Senior Leadership Team

Job Purpose:

To ensure the effective coordination, monitoring and review of pupils' Education, Health and Care Plans (EHCPs), supporting high-quality provision for children with Special Educational Needs and Disabilities (SEND). The role also provides wider administrative support across the school to ensure smooth day-to-day operations.

Key Responsibilities

1. EHCP Coordination

- Act as the first point of contact for all matters relating to EHCPs within the school.
- Maintain an up-to-date record of all pupils with EHCPs, ensuring key dates, review cycles, and documentation are accurate and compliant.
- Organise Annual Reviews, including preparing paperwork, gathering reports, distributing invites, and submitting documentation to the Local Authority within statutory timescales.
- Liaise with external professionals (Educational Psychologists, Therapists, Social Care, Health professionals) to gather necessary reports and ensure provision is implemented.
- Work closely with teachers and support staff to ensure EHCP outcomes and provisions are understood and embedded in daily practice.
- Track and monitor progress against EHCP outcomes and alert the SENCo/SLT to any concerns or required amendments.
- Support parents and carers, offering guidance around the EHCP process and maintaining positive, professional communication.

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2. SEND Administration

- Maintain organised, compliant SEND files (digital and paper).
- Help prepare evidence and documentation for EHCP applications, assessments, or amendments.

- Support the SENCo with SEND Census data and general SEND reporting.
- Assist with arranging multi-agency meetings and maintaining clear communication channels with all stakeholders.

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3. General School Administration

- Provide reception and office cover when required, including dealing with visitors, telephone queries, and parent communication.
- Support with attendance monitoring, data entry, and routine school correspondence.
- Assist with maintaining school records, filing systems, and databases such as Arbor/Parent mail (or the school's MIS).
- Prepare letters, reports, timetables, and other documentation for staff as needed.
- Support whole-school operational tasks such as admissions paperwork, pupil file management, and general office duties.
- Complete the School Census.

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4. Communication & Relationships

- Build positive working relationships with staff, pupils, parents, and external agencies.
- Provide clear, confidential, and sensitive communication around SEND matters.
- Ensure all information is handled in line with GDPR and safeguarding requirements.
