

Job Description for the Post of School Administrator at Bedelsford Chaucer Centre

Job Purpose:

To provide efficient administrative and reception support for the smooth operation of the new Bedelsford School Satellite Site. The role includes managing the **EHCP annual review process**, coordinating **staff cover and return-to-work processes**, overseeing **admissions and census reporting**, and liaising with **Central Teams, Bedelsford Kingston and other school sites** to ensure seamless communication and compliance with statutory requirements.

Key Responsibilities:

1.Reception & Administrative Duties

- Act as the first point of contact for visitors, parents, and external professionals, ensuring a welcoming and professional front-of-house presence.
- Handle telephone calls, emails, and correspondence efficiently, directing inquiries appropriately.
- Maintain accurate school records, databases, and filing systems.
- Provide administrative support to the Head of the Satellite Site and Senior Leadership Team (SLT).
- Ensure compliance with GDPR and school policies in handling confidential information.

2.EHCP Coordination

- Oversee and coordinate the **EHCP annual review process**, ensuring all deadlines are met.
- Schedule EHCP review meetings, liaise with parents, staff, and external professionals.
- Prepare and distribute meeting agendas and supporting documents.
- Record and distribute minutes promptly, ensuring accurate documentation of discussions and actions. Submit EHCP updates and reviews to the **Local Authority (LA)** and monitor follow-ups.
- Maintain secure records of all EHCP documents and correspondence.

3.Staff Cover & Return-to-Work Coordination

- Monitor staff absences and arrange cover to ensure continuity of learning and operations.
- Keep accurate records of staff attendance and absence trends.
- Coordinate return-to-work meetings, ensuring compliance with school policies.
- Liaise with HR and SLT regarding staff well-being and absence management.

4.Admissions & Census Reporting

- Oversee **admissions arrangements**, ensuring compliance with statutory requirements.
- Maintain accurate records of pupil admissions and liaise with the main site regarding transitions.
- Support the completion of **school census reports**, ensuring accuracy in student data.
- Work with the Local Authority and SLT to manage pupil placements effectively.

5. Liaison with Bedelsford Kingston Site and Central Teams

- Act as the primary link between the satellite site, Central teams and **Bedelsford Kingston site**.
- Ensure consistency in administrative processes and compliance with school-wide policies.
- Collaborate with Kingston site and Central teams colleagues to share best practices and resources.

Safeguarding Commitment

Orchard Hill College and Academy Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Appointments made will be subject to an Enhanced Disclosure via the Disclosure and Barring Service.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Orchard Hill College and Academy Trust is proud to be a Disability Confident Employer, committed to creating an inclusive and supportive workplace for all.

Additional notes

- *Job Descriptions are to be reviewed annually*
- *The responsibilities listed above are the essentials of the post; it is always open to the postholder to propose ways of extending these responsibilities*

Person Specification for School Administrator/Receptionist & EHCP Coordinator at Bedelsford Chaucer Centre

The Person Specification shows the abilities and skills you will need to carry out the duties in the Job Description. Shortlisting is carried out based on how well you meet the requirements of the Person Specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your Application Form. If you are selected for interview, you may be asked also to undertake practical tests to cover the skills and abilities shown below.

Area	Requirement	Essential/Desirable
Qualifications	Relevant administrative or education-related qualification.	Essential
	Evidence of ongoing professional development in school administration or SEND processes.	Desirable
Experience & Knowledge	Understanding of the EHCP process and statutory requirements for special educational needs (SEN).	Essential

	Familiarity with school administration procedures, including admissions, census reporting, and staff cover management.	Essential
	Knowledge of safeguarding, GDPR, and school policies.	Essential
	Experience working in an educational setting, particularly a special school or SEN environment.	Desirable
Skills & Abilities	Excellent organisational skills with the ability to manage multiple tasks and deadlines.	Essential
	Strong communication and interpersonal skills, able to liaise confidently with staff, parents, and external professionals.	Essential
	Proficiency in Microsoft Office and school management systems.	Essential
	Ability to handle sensitive and confidential information with discretion and professionalism.	Essential
	Attention to detail and a methodical approach to record-keeping and reporting.	Essential
Personal Qualities & Attributes	A positive, proactive, and flexible approach to work.	Essential

	Strong problem-solving skills and the ability to work independently and as part of a team.	Essential
	Commitment to promoting a welcoming and inclusive school environment.	Essential
	A high level of professional integrity and resilience when managing challenges.	Essential
Safeguarding & Commitment to Inclusion	Demonstrates a strong commitment to safeguarding and child protection, following all policies and procedures.	Essential

	Promotes an inclusive ethos that supports the diverse needs of students, staff, and families.	Essential
	Upholds and advocates for the rights and well-being of children with SEND.	Essential
	Willingness to undertake safeguarding training and act as a key point of contact for safeguarding concerns.	Essential

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This **Job Description** and **Person Specification** is current but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in job requirements which are commensurate with the job title and grade in line with the school's changing needs.

As part of the Orchard Hill College & Academy Trust's pre appointment checks, current and past employers will be contacted for shortlisted candidates. Any discrepancies or anomalies, and/or issues from references will be discussed at interview with shortlisted candidates.

