Job Title: SEN Administration Assistant	**Pay Scale:** PPS 4
Normal Place of Work: The Priory Belvoir Academy	**Line Manager:** SENCO
Role Summary: To provide relevant and appropriate administrative support to support the running of the academy SEN department, working closely with the SENCO, deputy SENCO and LSA team.	

Principal Accountabilities

1 Administration of SEN records- transition files, P16 leavers, EHCPs, Individual Education Plans, letters for school trips etc.
2 Medical Referrals – preparation and accumulation of information for various NHS providers and private medical assessors in the local area through close contact with parents, student round robins and screener collation.
3 Organisation of the SENCO/Deputy SENCO diary.
4 Oversight of the facilities and room occupation of Vale Court: logistics planning for exams, interventions, external provider access
5 General SEN enquiries communication with parents/external agencies.
6 PS Financials- Create Purchase Orders via the central finance system PS Financials as directed by the SENCO team and other support staff as required.
7 Undergo training as and when required to support elements of the job.
8 Record meeting minutes when required at any SEN related meeting e.g. Governor meeting.
9 Undergo training as and when required to support elements of the job.
10 Such other duties as may be determined from time to time within the general scope of the post.

Key Relationships

The post holder will be expected to develop and maintain good relationships with:

• Headteacher, SLT and all Trust staff	To ensure a high-quality service is provided that meets the needs of the Trust.
• Parents and Students	
• Visitors	

Generic Responsibilities

- Represent and promote The Priory Federation of Academies' values internally and externally.
- Ensure that the Federations internal customers receive an excellent customer service experience in all dealings with the service.
- Deliver your day-to-day duties consistently with the agreed service level.
- Act as a champion for change and improvement, constantly enhancing quality.
- Contribute to the annual quality review of the service and the programme of continuous improvement.
- Actively promote and act, at all times, in accordance with Federation policies, e.g. Health and Safety, Equal Opportunities and Safeguarding.
- Make a commitment and contribution to improving standards for pupils, as appropriate.
- Contribute to the maintenance of a caring and stimulating environment for pupils.
- Undertake other duties commensurate with the job level.

The post holder will interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues and undergo any relevant training.

Elements of this job description may be changed following consultation with your manager.

TERMS OF EMPLOYMENT

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 6 months' probation period.

HEALTH AND SAFETY

All employees are responsible for reading, understanding and carrying out the requirements of The Trust's Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training needs.

HOURS OF WORK

The Academy day is between 8:00 am and 6:00 pm. A flexible approach to working is expected as some tasks may be required to be carried out in the evenings and during holiday periods.

CONTINUAL PROFESSIONAL DEVELOPMENT

The Trust requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the Academy. This may be achieved through an appraisal process.

The post holder should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of Service supplemented by local conditions as adopted.

SPECIAL ARRANGEMENTS

The post holder may be required to work outside of normal academy hours on occasion, with due notice.

SAFEGUARDING STATEMENT

The Priory Federation of Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

EQUALITY, DIVERSITY AND INCLUSION

The Priory Federation of Academies Trust is committed to maintaining a diverse workforce and an inclusive environment for all. Our aim, embedded in the Trust Values, is to enrich our workforce at every level and we encourage applications from all under-represented groups

Person Specification – SEN Admin Assistant

		Essential	Desirable	How assessed*
	QUALIFICATIONS			
1	GCSE English and Mathematics Grade A-C or equivalent.	**X**		AF / Cert
2	IT Qualification, eg CLAIT, ECDL.	**X**		AF / Cert
3	Word processing/ NVQ Level 2 or equivalent		**X**	AF / Cert
4	NVQ Level 3 or equivalent		**X**	AF/Cert
	KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
5	Recent and relevant experience of working in a reception/ administration/office environment.	**X**		AF / IV
6	Experience of working in a customer service environment.	**X**		AF / IV
7	Be able to prioritise tasks effectively, coping with conflicting demands and displaying flexibility	**X**		IV/AF
8	High standards of accuracy and attention to detail	**X**		AF / IV
9	Providing confidential and high order administrative/secretarial support including diary management.	**X**		AF / IV
10	Ability to work with confidential and sensitive data.	**X**		AF / IV
11	Extensive knowledge and application of Microsoft packages, Excel, Power Point, Access, Word, Publisher	**X**		AF / IV
	SKILLS AND ABILITIES			
12	Excellent oral /written and communication skills.	**X**		AF / IV
13	Ability to work on own initiative and independently as well as part of a team.	**X**		AF / IV
14	Ability to use IT at a level commensurate with job role.	**X**		AF / IV
15	Good planning and organisational skills.	**X**		AF / IV
16	Professional and responsive attitude and behaviour towards colleagues and clients.	**X**		AF / IV
17	Must accept and actively support the Federation's agreed values.	**X**		AF / IV

*Key to how skills are assessed:

AF = Skill assessed via application form
IV = Skill assessed via interview
AT = Skill assessed via test/work-related task
Cert = Certificate checked at interview

I have read and accept the content of the job description.

Signed Line Manager: .....

Dated: ……

Signed Employee…….

Dated……