



**Post:** Special Educational Needs Administrator

**Salary:** Grade 2

**Responsible to:** Trust Lead for Inclusion and SEND

### **Job Description**

*Prince Albert Community Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment. This post is subject to safer recruitment measures, including a DBS check.*

### **Core Purpose**

The main purpose of this post is to effectively assist in leading and managing the SEN administrative requirements of the Trust.

### **Personal Skills required**

- Organised with good time-management skills
- Excellent communication skills
- Ability to work independently and as part of a team
- Positive and enthusiastic when faced with challenges

### **Duties and Responsibilities**

- Ensure that the statutory arrangements for students with SEN are administered effectively and that all parties involved have the necessary information
- Assist Teaching and Learning at the Trust by providing efficient information systems for all staff with regard to special educational needs within the academy. To have responsibility for keeping such systems up to date
- Ensure that MIS recording system has an accurate representation of PACT's SEN status
- Act as the first point of contact regarding external SEN enquiries
- Liaise with other admin staff to ensure that documentation relating to admissions and current students are updated on a regular basis
- To prepare files for new students and ensure contact details are up to date
- To write and distribute letters for statutory meeting in relation to managing SEN students
- To collate, copy and distribute relevant paperwork for meetings
- Support multi-agency working and a coordinated approach to meeting additional needs through maintaining accurate records of interventions at the Trust
- Complete sections of relevant referral forms as required
- Support the whole administration process of Annual Reviews through informing all stakeholders, and distributing the relevant paperwork ensuring that statutory timescales are adhered to
- To ensure confidentiality at all times

### **Other Duties**

- Manage manual and computerised record / information systems
- Maintain accurate student records in MIS
- Use MIS to generate specific reports, information or compile and collate data, including registers
- To undertake typing and word-processing and complex IT based tasks including mail-merge, manipulation of spreadsheets
- Provide personal, administrative, and organisational support to other staff including word-processing, post (incoming and outgoing), telephones and reprographic services where required
- Assist with reception duties as required
- Assist with Child Centred Induction meetings and provide minute taking

### **General**

- Adhere to the Trust's Equal Opportunities policy in all activities and to actively promote equality of opportunity wherever possible
- Be responsible for you own Health and Safety and that of your colleagues in accordance with the Health and Safety at Work Act (1974)

- Work in accordance with the Data Protection Act
- Provide a healthy and comfortable work environment, smoking is strictly prohibited
- Participate in training and CPD as required

The above job description does not define in detail all the duties and responsibilities of the post in question. It may be necessary to re-evaluate areas of responsibility. After due consideration and discussion areas may be amended in consultation with the Trust Lead for Inclusion and SEND.

### **Special Conditions of Employment**

#### **Rehabilitation of Offenders Act 1974**

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions, and reprimands being considered. Any arrests, convictions caution or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with Prince Albert Community Trust's Disciplinary Procedure.

#### **Health and Safety**

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in Prince Albert Community Trust's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the Shared Staff Hub.

#### **Equality and Diversity**

Prince Albert Community Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

#### **Training and Development**

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

#### **Mobility**

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and/or facilitating the avoidance of staffing reductions. This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.