



# SEN Administrator

## Application Pack

**Application Forms**

Furze Platt Road, Maidenhead, Berkshire SL6 7NQ

Email: [office@furzeplatt.com](mailto:office@furzeplatt.com) | Website: [www.furzeplatt.com](http://www.furzeplatt.com)

Tel: 01628 625308 | Fax: 01628 782257

## Special Educational Needs Administrator To start 4<sup>th</sup> January 2022

Permanent, full time, 37 hours a week, start time 8.30am, finish time 4.30pm (includes a half hour unpaid break). Monday to Friday (finish on Friday at 4pm), term time only.  
Actual salary Scale 4, £18,250 - £19,365 pa depending on experience

Furze Platt is a highly successful mixed comprehensive school serving the children of Maidenhead. At Furze Platt, 1400 boys and girls of all abilities develop the skills and qualities to enable them to excel in the future. We are a highly ambitious, high-achieving and fully inclusive school in which our students are challenged and supported to achieve excellence.

We have an exciting opportunity for an experienced Administrator to support our Special Educational Needs Co-ordinator (SENCo), Second in Charge SENCo and Learning Support Department during term time. You will carry out a range of administrative tasks including responding to emails and telephone queries. You will be responsible for maintaining the SEN register and keep staff informed of students on the register and preparing reports for students' annual reviews. You will also help set up a transition day for primary year 6 students with additional needs, which requires liaising with feeder primary schools to make appropriate arrangements. Attendance at review meetings and taking minutes is sometimes necessary. Liaising with many different parties including students, staff, parents and carers on a daily basis is an important and interesting part of this role.

Strong organisational and time management skills with an ability to juggle a busy day and meet deadlines are key requirements of this role. If you have excellent administrative skills, enjoy using your initiative as well as working with part of a team and are happy working in an environment with young people where no two days are ever the same then we would be interested in hearing from you.

For further information about this role and to complete a Support Staff application form please refer to our school website [www.furzeplatt.com](http://www.furzeplatt.com). Application forms should be returned to [Kiran.smith@furzeplatt.net](mailto:Kiran.smith@furzeplatt.net). Only applications submitted on the school application form will be considered.

Furze Platt Senior School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. This post is subject to an enhanced disclosure via the Disclosure and Barring Service.

**Closing date: Wednesday 10<sup>th</sup> November at 9:00am**

**Interviews will take place: week commencing 15<sup>th</sup> or 22<sup>nd</sup> November**



# SEN Administrator

## Job Description: SEN Administrator

<b>Line Manager:</b>	SENCo
<b>Main Purpose of Role:</b>	To support the SENCo and Learning Support Department in all aspects of administration

### Main Responsibilities:

1. To support the SENCo and 2i/c SENCo with administrative tasks, including but not limited to responding to emails and telephone enquiries, maintaining SEN records, booking appointments, dealing with correspondence and ordering books and equipment for the department.
2. To update the SEN register including the writing of pupil profiles for students on said register.
3. To advise staff of students who are on the SEN register and those with a learning difficulty and emailing provided strategies on how to support them in lessons.
4. To liaise with parents, the Local Authority and other stakeholders as necessary and deal with situations of a sensitive nature.
5. To set up the Enhanced Transition Day for new year 7 students with additional needs, obtaining permissions from parents and liaising with feeder primary schools regarding arrangements.
6. To prepare reports and times for annual reviews of EHC plans including:
  - Collation of information from teachers, parents, students and external agencies for sending to the local authority
  - Arranging the timetable for annual reviews and liaising with the relevant local authority concerning the correct timing of meetings
  - Arranging meeting attendance and take the minutes if required.
  - After review meetings prepare reports with information provided by the SENCO and other parties and send to all attendees.
7. To support students during the school day as and when necessary.

### OTHER

1. This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

I have read the Job Description and understand the outline of my responsibilities as set out above. I accept that these may change from time to time in accordance with business requirements and will be reviewed annually as part of my performance appraisal. I also understand that I may be requested to carry out other reasonable activities from time to time which are in line with the requirements of the business.

<b>Name:</b>	<b>Signature:</b>
<b>Date:</b>	

***Furze Platt Senior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***



# SEN Administrator

## Person Specification: SEN Administrator

	Essential	Desirable	How to be tested
<b>Qualification criteria:</b> <ol style="list-style-type: none"> <li>5 good GCSEs including English &amp; Maths at Grade C or above (or equivalent).</li> <li>Advanced Microsoft Office skills, particularly Word, Excel and Power Point.</li> <li>Eligible to work in the UK.</li> </ol>	✓ ✓ ✓		Application form
<b>Experience of:</b> <ol style="list-style-type: none"> <li>Working in an educational environment.</li> <li>Working with children or young people with SEN.</li> <li>Using SIMS.</li> <li>Working in an administrative environment.</li> <li>Working in a pressurised environment with competing deadlines.</li> </ol>	✓	✓ ✓ ✓ ✓	Application form and interview
<b>Behaviours, Skills and Strengths:</b> <ol style="list-style-type: none"> <li>Knowledge for developing and implementing a range of administrative strategies, including use of the relevant ICT packages and internal systems.</li> <li>Excellent written and verbal communication skills for communicating with staff, students, parents and carers and external agencies.</li> <li>Strong organisational and time-management skills and the ability to work under pressure make informed decisions and prioritise competing deadlines.</li> <li>Able to maintain a high level of confidentiality, particularly with regards to student information.</li> <li>Able to work both independently and use own initiative, but also prepared to work effectively as part of a team.</li> <li>Able to treat all information received in an appropriate manner demonstrating discretion and compliance with the provisions of data protection.</li> <li>Able to demonstrate high levels of honesty and integrity.</li> <li>Able to be adaptable as no two days are the same.</li> </ol>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓		Application form and interview
<b>Other:</b> <ol style="list-style-type: none"> <li>This post is subject to an enhanced DBS disclosure.</li> <li>The post holder must be committed to safeguarding the welfare of children.</li> </ol>	✓ ✓		DBS Process References