

## **JOB DESCRIPTION**

### **SEN Administrator**

#### **JOB PURPOSE**

To provide effective and confidential comprehensive administrative support to the Admissions Manager and SENCo, to ensure the smooth and efficient running of departments. Under the daily direction and management of Admissions Manager and SENCo, be responsible for the day-to-day organisation and administration of the Admissions and SEN departments and their administration and relevant procedures.

#### **MAIN DUTIES AND RESPONSIBILITIES**

##### **General**

- Exercise discretion, confidentiality and professional judgement in all aspects of liaison with prospective families and other stakeholders of the school(s).
- To manage appropriate SEND resources and to ensure that they are used efficiently, effectively and safely
- To work under the direction of the SENCo and Admissions Manager to deliver a comprehensive range of administrative tasks to a high standard;
- To be aware of and support the school's (OHCAT) commitment to equal opportunities. To ensure a commitment to equal opportunities in all aspects of practice
- Attendance at all safeguarding (and related) training as required by the school.

##### **Administrative**

##### **ADMISSIONS AND TRANSITIONS**

- To monitor the Admissions email account, responding to enquiries or forwarding messages to the correct recipient as required;
- Communicate with families using email and telephone as required, in a professional manner, exercising discretion and professional confidentiality at all times, including Admissions telephone queries from prospective families;
- Assist the Admissions Manager with the organisation of the intake of new pupils and students, both as Key Stage Transfers and In-Year entry, including the recording and distribution of papers from Local Authorities, information packs, arranging intake meetings, start dates and familiarisation days for attendees, data entry to ARBOR, also preparing all the necessary paperwork;
- Assist the Admissions Manager with organisation of assessments for prospective pupils and students including formulation of assessment forms and social stories, liaison with relevant staff, data entry to ARBOR, meeting pupils and students on assessment each day;
- Assist the Admissions Manager with all aspects of Open Mornings including logistical arrangements, preparation of content, tours and face-to-face transactions with families;
- Duplicating/photocopying/scanning of Admissions correspondence, filing and any other administrative tasks as required;
- Liaise with other schools regarding transfers of records, including CTF's;

- Liaise with staff as appropriate regarding pupils and students joining the school and any needs identified, including, but not exclusively, SEN, Dietary and Medical, etc.
- Attend weekly Admissions Team meetings;
- Arrange tours of the school for prospective families;
- Undertake ARBOR Admissions-specific and general training to assist in general data housekeeping;
- Sending out Free School Meal forms and entering into Online FSM Application (OFSM) as part of Admissions process and in-year ongoing requests;
- Making changes to school meal arrangements in Arbor and responding to queries.  
Training will be organised as required.

#### SEND ADMINISTRATION

- As directed by the SENCo to deal with SEN related correspondence, be it with outside agencies, families and school staff to ensure that the SEND needs of individual pupils and students are met effectively;
- Compile information for annual review reports before annual reviews in line with the statutory timeframes and the SEN Code of Practice;
- Use School's MIS to input and retrieve information required to support the EHCP review process, undertaking training as required;

#### Other:

- Have a good working knowledge of the school's management information systems, including CPOMS, Sleuth, as well as other administrative systems.
- Work under the direction of the SENCo, Admissions Manager and the school leadership team to deliver a comprehensive range of administrative tasks to a high standard.
- Support meetings of SEN staff, communicate information to staff and co-ordinate resulting action
- Monitor with the SENCO the day-to-day management of the Learning Support work areas, creating a safe, effective and stimulating environment for the teaching and learning of Learning Support
- Give information and assistance on school matters, as appropriate, to families, pupils/students, staff, LA's and other schools.
- Maintain confidentiality at all times, ensuring compliance with GDPR as regards handling and storage of data as some information handled will be of a sensitive nature and some will be covered by the Data Protection Act 2018.
- To undertake other duties, as required by the Principal, as appropriate to the grade of the post
- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- Undergo regular observations and participate in regular in-service training (INSET) as part of continuing professional development (CPD).
- Be aware of school policies and procedures
- Ensure own safeguarding and behaviour management qualifications are up-to-date
- To assist the school community in pupil and student facing activities as required (for example supporting break times).

## PERSON SPECIFICATION

Key: Essential=E, Desirable= D, Assessed at Interview=I, Assessed by Application Form = A		Criteria
<b>EDUCATION/ QUALIFICATIONS</b>		
Good literacy skills: to hold a minimum of GCSE (A-C) or equivalent in English		<b>E</b>
Training and/or qualification in administration / clerical or related activities to level 2 and working towards level 3		<b>D</b>
Evidence of recent professional development		<b>E</b>
<b>KNOWLEDGE &amp; EXPERIENCE</b>		
Competent with ICT, including MS Office.		<b>E</b>
Experience of administrative systems - Arbor.		<b>E</b>
Experience of working as part of a team and to strict deadlines.		<b>E</b>
Experience of working in a school or similar environment.		<b>D</b>
Knowledge of annual review process for EHCPs in line with the SEN Code of Practice and other relevant sections of the code, including relating to tribunal and appeal hearings.		<b>D</b>
<b>SKILLS/ APTITUDE</b>		
Excellent interpersonal and communication skills.		<b>E</b>
Ability to present information in a logical, clear and concise format and to communicate this effectively to stakeholders, both verbally and in writing.		<b>E</b>
Willingness and ability to learn new systems and skills.		<b>E</b>
Ability to follow instructions		<b>E</b>
Initiative and ability to work with autonomy within set boundaries.		<b>E</b>
Ability to identify priorities quickly and accurately to ensure that deadlines are met.		<b>E</b>
Ability to work under pressure.		<b>E</b>
Highly effective organisational and planning skills.		<b>E</b>
Thoroughness and attention to detail.		<b>E</b>
Reliability, confidentiality and integrity.		<b>E</b>
<b>OTHER</b>		
Compliance with OHCAT policies		<b>E</b>
Must enjoy working as part of a team, be adaptable and supportive of colleagues		<b>E</b>
Ability to interact with pupils and students sensitively and flexibly, who may communicate through challenging behaviour		<b>E</b>
Commitment to the safeguarding and welfare of all pupils and students		<b>E</b>
<b>PERSONAL</b>		

Pleasant, professional and proficient.	E
Confident and self-motivated in exercising appropriate initiative	E
A positive and flexible approach to work, with a 'can do' attitude.	E
Enthusiasm and drive for working in a school.	E
Willingness to undertake training, as required and to learn new skills and procedures	E
Excellent attendance and punctuality record	E
Genuine commitment to the ethos and work at St Dominic's School	E
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