

**Role Profile:** SEN Administrator  
**Reporting to:** SENCO  
**Responsible for:** n/a

#### **Our Values:**

- **Teamwork** - We recognise that when we work together effectively we are stronger and more consistent.
- **Empathy** - Consider the consequences of my decisions, large and small on those around me.
- **Inclusivity** - Everybody is treated fairly and equally no one is marginalised or left behind.
- **Respect** - We will ensure that we have due regard for the feelings, wishes, or rights of others in every action we take.
- **Positive** - It is our intention to stay constructive, optimistic and confident both for and with our young people and their families.

We believe that the values that we embody in Wave empower young people to succeed, these are the values we are looking for when we seek new staff.

#### **Main purpose of Job**

This role supports the SENCO by coordinating meetings, maintaining accurate SEND records, and ensuring compliance with statutory requirements. It involves liaising with parents and external agencies, managing schedules, preparing documentation, and providing general administrative support.

#### **Duties and Responsibilities**

- Liaising with parents, external agencies and other stakeholders to facilitate effective communication and support for students
- Maintaining accurate and up to date records of students, including Education, Health and Care Plans (EHCPs) and Annual Reviews
- Scheduling, preparing documentation and coordinating meetings for pupil SEND/provision reviews
- Providing administrative support to the SENDCO, including typing reports, taking meeting minutes and managing schedules
- Collating SEND data to inform decision making and support planning

- Ensuring compliance with relevant policies and procedures, including statutory SEND requirements and data protection
- Undertaking other administrative tasks as required, such as preparing correspondence, photocopying and filing

#### **Working with colleagues and other relevant professionals**

- Communicate effectively with other staff members
- Understand their role in order to be able to work collaboratively with Principals
- Collaborate and work with colleagues and other relevant professionals within and beyond the Trust
- Develop effective professional relationships with colleagues
- Establishing constructive relationships and communicating with other agencies/professional

#### **Whole-school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's Five Year Plan, policies, practices and procedures, so as to support the school's values and vision

#### **Health and safety**

- For lone working, ensure that you have read the appropriate policy
- Keep yourself safe

#### **Professional development**

- Help keep own knowledge and understanding relevant and up-to-date by reflecting on own practice, liaising with your line manager, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from your line manager
- Take part in the school's appraisal procedures

#### **Personal and professional conduct**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality
- Demonstrate Wave's Values, to develop and sustain effective relationships with the school community

- Respect individual differences and cultural diversity

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Principal, SLT or line manager.

This job description does not form part of the contract of employment. It describes the way in which the post holder is expected and required to perform and complete the particular duties as set out above and will be reviewed on an annual basis (or as need arises) and following consultation with you, may be changed to reflect changes in the job requirements

**Person Specification:**

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience	<ul style="list-style-type: none"> <li>• Practical administrative work experience.</li> <li>• Front office experience</li> <li>• Proficiency in IT software, including word processing, spreadsheets and presentation software</li> <li>• Customer service experience</li> </ul>	<ul style="list-style-type: none"> <li>• Administrative experience within a school environment</li> </ul>
Education & Training	<ul style="list-style-type: none"> <li>• English and Maths GCSE (Grade 4 and above) or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Further qualification relevant to post</li> </ul>
Special Knowledge & Skills	<ul style="list-style-type: none"> <li>• Organisational skills</li> <li>• Time management</li> <li>• Interpersonal skills</li> <li>• Excellent written and verbal communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Use of School Management Information Systems</li> <li>• Experience of working with young pupil with SEMH/C and I needs</li> <li>• Understanding of SEND processes</li> </ul>
Any Additional Factors	<ul style="list-style-type: none"> <li>• Reliable.</li> <li>• Discreet &amp; confidential.</li> <li>• Able to work on own initiative and as in a team.</li> <li>• Attention to detail and accuracy</li> <li>• Understanding of data protection and confidentiality</li> </ul>	

	<ul style="list-style-type: none"> <li>• Comfortable with young people &amp; children.</li> <li>• Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.</li> <li>• Ability to be flexible in response to the needs of the business.</li> </ul>	
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