



**RAINHILL
HIGH SCHOOL**

Job Description

<u>Post:</u>	SEND Admin Apprentice
<u>Grade:</u>	Apprenticeship rate
<u>Contract:</u>	37 hours per week, Term Time only
<u>Responsible to:</u>	SENDCO; Senior SEND Administrator

Purpose of the Post

Under the direction of the Senior SEND Administrator, to provide efficient administrative and clerical support to the SEND department and SENDCO.

Specific Duties and Responsibilities:

1. Daily management of incoming post; scanning, filing and disseminating as appropriate.
2. Recording and issuing of SEND passes.
3. Oversee and maintain school proformas for SEND staff to access.
4. Ensure SEND teaching materials, assistive technology, and stationery are organised, tidy, and fully stocked at all times.
5. Keep staff areas tidy and presentable.
6. Keep student areas tidy and presentable, and support with displays where needed.
7. Provide administrative support for SEND meetings (internal and external), taking notes and locating files and other information as requested.
8. Type up notes of meetings and SEND Reviews etc, in order to ensure all records are kept up to date and accurate, so supporting the education of our students with SEND
9. Maintain accurate files and records of students with SEND
10. Complete administration of student referrals to outside agencies, including gathering feedback from teachers and wider staff.

Support for Students and Parents/Carers

1. Take initial enquiries from parents/carers and outside agencies; record clearly and communicate with appropriate staff.
2. Communicate information as required to parents/carers.
3. Liaise with parents/carers about appointments and meeting times

Support for Teachers

4. Ensure all information about students with SEND is recorded and filed correctly so that it is available to teaching staff to support teaching and learning

5. Request and share information about student progress including updating student pen portraits
6. Collate data for SEND students' as and when required.

General Duties

- To prioritise own workload, work to pre-determined deadlines and to comply with relevant legal requirements.
- To provide advice and guidance to staff and others to undertake administration procedures.

Additional Duties

- To undertake such additional duties as are reasonably commensurate with the level of this post, as directed by the Chief Operating Officer.

Review of Performance

Performance Management reviews will focus on the post holders' responsibilities. There is recognition that however good we are at our jobs, we should embrace the notion of 'continuous improvement'.

Generic responsibilities:

- To work consistently to uphold school's aims and standards.
- To work in a co-operative and polite manner with all stakeholders.
- To work with students in a courteous, positive, caring and responsible manner at all times.
- To take an active and positive role in the school's commitment to the development of staff, and their annual review procedures.
- To be aware of GDPR regulations and responsibilities
- To uphold all school policy and procedure towards safeguarding and promoting the welfare of children and young people.
- To work with visitors to the school in such a way that it enhances the reputation of the school.
- To seek to improve the quality of the school's service.
- To present oneself in a professional way that is consistent with the values and expectations to the school. The appearance of all staff should at all times be supportive of school policies for the students; e.g. professional and appropriate appearance at all times including when out of school e.g. trips, CPD etc.

The post is subject to a satisfactory Disclosure & Barring Service check and satisfactory references.

The details contained within this job description reflect the content at the date it was prepared. However, it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Trust will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

Signed:

Date:

Signed:



SCHOOLS IN PARTNERSHIP
STEPHENSON
MULTI ACADEMY TRUST

Date: _____