**JOB DESCRIPTION**

# SEND ADMIN ASSISTANT

Salary: West Sussex Scale 4 or 5 depending on experience

Hours: 37 hours per week, term time only

Working hours: flexibility of hours to be discussed at interview

## PURPOSE

To support the learning and well-being of specific students with special educational needs including learning difficulties and /or disabilities (SEND).

**ORGANISATION**

# The SEND Admin Assistant is responsible to the Leader of Inclusion.

# RESPONSIBILITIES

1. To support the SEND Team in managing the updating and recording of TA timetables and maintaining files of same; teacher requests for TA support, etc.
2. Under the direction of the SENCO Assistant update and maintain SEND departmental documents (e.g. departmental staff working days; duty rotas within the department)
3. Under the guidance of the SENCO and appropriate SEND team member to maintain the departmental filing system for all SEND students; creating files for new students and preparing files of students who have left THS for archiving
4. To take minutes at departmental briefings, process and circulate same in a timely manner
5. Under the guidance of the SENCo/SENCO Assistant to record and monitor all departmental requests for CPD; source suitable courses and maintain departmental records of training undertaken/provided.
6. Under the direction of the SENCO Assistant to circulate student ILPs as necessary.
7. To deal with stationery requests and orders for the department and liaise with the Finance Department.
8. To become the first point of contact in the main Inclusion Office for all incoming calls from parents, outside agencies and colleagues and to deal with them appropriately; to deal with student & THS staff queries coming to the Office.
9. To undertake duties of a similar nature within the department.
10. TA induction checklist for support staff.
11. Diary management for Inc Dept and setting up parent meetings / multi-agency meetings.
12. Provision Map: recording and reviewing interventions have been added for students as requirement dictate.
13. EAA shared responsibilities of recording and liaising with appropriate staff.
14. Costed Provision Map: obtaining data as to additional support costs and compiling relevant form.
15. Adding student strategies and reports to Bromcom.

# PERSON SPECIFICATION

* Good general education
* Understand and enjoy working with children
* Previous relevant experience
* Experience of line management of staff
* Ability to work independently
* Ability to work under pressure and at speed
* Able to adhere to deadlines
* Excellent communication skills
* Excellent interpersonal skills
* Excellent Microsoft Excel skills
* Excellent attention to detail