School Support Staff

Job Profile

Grade E – Spinal Column Points 6-8

**Grade :**

SEND Administrator

**Job Title :**

The SEND Administrator is responsible for the effective administration of all aspects of student support regarding the School’s Resource Base and wider SEN admin across the school.

**Main Job Purpose :**

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| **Main Duties** | |
| **1.** | To maintain the student database including :-   * Personal information * Attendance information * Timetable and setting information * Administration of new admissions and leavers |
| **2.** | To undertake all the administration connected with the production of student assessments and reports. |
| **3.** | To undertake the administration for parent evenings. |
| **4.** | To monitor student attendance, highlight any possible problems in this area, and produce relevant attendance data and reports. |
| **5.** | To work closely with the Resource Base manager and SENDCo to provide student support. |
| **6.** | To communicate with feeder schools, outside agencies, parents, students and staff as appropriate and necessary. |
| **7.** | To produce class lists and associated documents as required. |
| **8.** | To be responsible for the production of County and national returns as necessary. |
| **9.** | To ensure first aid procedures are compiled with the and accidents are appropriately reported. |
| **10.** | To assist in any other administration requirements in connection with the Resource Base and SEN as required. |

The job holder does not supervise any staff, but will provide support in relation to induction and

training of other staff.

**Supervision and Management**

* Establishing procedures for use across the school in order to ensure that student data is consistently up to date
* Drafting of letters and reports as necessary.
* Designing spreadsheets for collation of data.
* Arrangements for reports and meetings in relation to pupils in the resource base.

**Creativity and Innovation (i.e. Problem Solving)**

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| **Key Contacts And Relationships** | |
| SENDCo, Resource Base Manager, Parent Family Support Advisor | Works closely with them |
| Other administrative and support staff | Resolution of administrative/financial queries/ photocopying |
| School Business Manager | Provision of information |
| School teaching staff Primary Schools | Student matters/information/attendance queries |
| Other Schools | Admission queries |
| Education Welfare Officer | Student information |

* Recommendations on timescales for production of data and reports.

Attendance - recommendation to Parent Family Support Advisor regarding students with questionable attendance.

Management of pupil data in Arbor.

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Examples of decision making in this job would be e.g.

* Arrangements for the review of pupil meetings and reports, including EHCP reviews and other meetings as necessary.

**Decision Making**

The jobholder is expected to use school resources appropriately and with care, but is not personally accountable for their overall security and may be responsible for keeping some student property in a secure environment.

**Resources**

Work is interrupted by staff and children there will be some background noise and direct contact with school visitors and children.

**Working Environment**

The job holder requires office experience, the ability to work at a level equivalent to NVQ 3 Good knowledge of databases, in particular Arbor MIS and good interpersonal skills

**Knowledge and Skills**