



Job Description – SEND Administrator, Grade 4, Cascade Multi Academy Trust

Our Vision

Our vision at Cascade MAT is to: transform the life-chances of our children; ensure safe and secure learning environments; create inspirational places for our staff to work; and to be an influential part of the local community.

The Role

Provide general clerical and administrative support to all schools within the Trust in relation to student Education Health & Care Plan, the Annual Review Process and associated administrative tasks associated with SEND

Reporting to: Cascade Inclusion Lead

Qualifications

- GCSE Maths and English or equivalent or evidence of abilities at this level
- NVQ2 or equivalent qualification or experience in administration

Key Responsibilities

The post holder must at all times carry out his/her duties and responsibilities within the spirit of Cascade Multi Academy Trust Policies: within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

Administration

- Provide general clerical/admin support in relation to SEND
- Maintain manual and computerised records/management information systems
- Produce information and data as required
- Undertake a variety of IT based tasks e.g. word, spreadsheets, data analysis
- Take notes at meetings

- Undertake administrative procedures
- Maintain and collate pupil records/reports

Resources

Organisation

- Undertake general duties

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety & security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the Trust
- Develop constructive relationships with all stakeholders and communicate with other agencies/professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others

All the above duties and responsibilities to be carried out in accordance with Cascade MAT's Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

ISSUE DATE: November 2022

SEND Administrator – Grade 4, BS2.5

Person Specification	
All candidates should demonstrate how well their qualifications and experience, personal qualities, skills, professional knowledge and understanding and knowledge of safeguarding meet the requirements of the person specification	
Qualification and experience	
Candidates should have:	
1	GCSE Maths and English or equivalent or evidence of abilities at this level
2	Experience of general administration duties, preferably within a school context and within a busy environment
3	An understanding of SEND needs and paperwork would be desirable
3	Evidence of recent, appropriate continuous professional development and/or willingness to engage in CPD
Personal qualities	
Candidates should:	
1	Communicate and interact effectively to develop positive relationships with all stakeholders
2	Excellent interpersonal and organisational skills
3	Be discreet with confidential and sensitive information
3	Be decisive, consistent and focused on solutions
4	Be well-presented and have a positive attitude
5	Calm, composed and flexible within a busy working environment
Skills	
Candidates should be able to:	
1	Support the vision for the school/Trust
2	Ability to complete work with accuracy, attention to detail and within defined deadlines
3	Good working knowledge of SIMS and CPOMs would be desirable
2	Evidence of effective use of ICT skills including Microsoft Word, Excel, emails and Internet
3	Ability to implement, maintain and manage accurate information systems
4	Approachable, courteous and able to present a positive image of the school to visitors and stakeholders
5	Ability to relate well to children
6	Have excellent organisational skills, prioritising and managing time well under pressure, to meet deadlines
7	Demonstrate that they can work independently and constructively as part of a team

8	Ability to recognise problems, generate alternatives and implement plan of action
Professional knowledge and understanding	
Candidates should:	
1	Demonstrate their understanding of confidentiality and compliance with GDPR requirements when dealing with sensitive data
2	Demonstrate a knowledge of relevant policies/codes of practice & awareness of relevant legislation
Safeguarding	
Candidates should have:	
1	An understanding of safeguarding and promoting the welfare of children and young people

The successful candidate will be required to undergo an enhanced check from the Disclosure and Barring Service (DBS).