



Support Staff Job Description

Name:	Vacant	Post:	SEND Administrator
At Durham Johnston Comprehensive School everyone's first responsibility is to work towards fulfilment of the school plan. While job descriptions vary, our common commitment to the welfare and success of our young people does not.			
Reporting to:	SENCO, Director of Resources, Headteacher		
Responsible for:	The smooth functioning of Durham Johnston and the provision of a full, successful and supported learning experience for students.		
Liaising with:	LSAs, pupils, SENCO, SSC Manager, External Officers		
Contract:	Permanent		
Working Time:	30 - 37 hours per week (tbc) Term time only plus 3 days during summer break, days by mutual negotiation.		
Grade:	Grade 5 SCP 7 - 12 Administrator Job Ref No: N6736 Point 18	Salary:	£24,294 - £26,421 FTE (pay award pending)
Disclosure level	Enhanced		
GENERIC DUTIES <ol style="list-style-type: none">1. To promote the aims of the school plan.2. To promote the smooth and effective functioning of Durham Johnston.3. To participate in appropriate meetings.4. To celebrate and encourage the achievements of the students.5. To promote good order and discipline in school.6. To liaise with colleagues where appropriate.7. To take part in in-service training and performance management.8. To promote a pleasant environment in school.9. To follow the procedures and instructions of the LA and the Governing Body.10. To work at the reasonable direction of the Headteacher.			
DUTIES SPECIFIC TO THIS POST <ul style="list-style-type: none">• Undertaking direct administrative support for SENCO.• Providing a typing / word processing service, which may include copy typing and require working to tight deadlines.• Maintaining a pleasant and professional demeanour in a highly dynamic, changing and challenging department.• Maintaining stocks of stationery and resources, ordering provisions when necessary, via school ordering system.			

- Providing filing and photocopying services to the SEN Team.
- Receiving messages via telephone and email, responding appropriately in timely manner. Preparing statements, profiles and additional reports.
- Contributing to the creation and development of systems and procedures, which allow effective liaison with internal and external agencies.
- Providing confidential minute taking during meetings as required.
- To be proficient in the use of software packages including SIMS, Classcharts, CPOMS and highly capable in relation to Microsoft Office, Excel / Word.
- Disseminating information to the relevant internal and external agencies in a timely manner.
- Emailing staff requesting SAR information, collating reports pre Statutory annual reviews, typing content into SAR Record forms, collating reports/forms post SAR and posting to multi professionals.
- Collating and typing student reports.
- Provide support for the efficient and effective organisation of all records/files connected with the SENCO.
- Updating and managing the school's SEN Register and Provision Map, under the supervision of the SENCO, which will rely upon high-level data entry skills.
- Arranging meetings for the SENCO including room bookings and hospitality.
- Understand & use relevant technology (e.g. photocopiers / laminator / franking machine).
- Ensuring that GDPR / Data Protection Act are observed at all times.
- Ensuring the safe disposal of confidential waste.
- Prioritising own workload to ensure the completion of tasks to specific deadlines while working in a fast paced environment where priorities can change throughout the day.
- Using own initiative in approach to workload and implementing new systems and processes when required.
- To liaise with staff when necessary to collate data and content for the use in reports and other documentation.
- Form positive relationships with children & adults.
- Work constructively as part of a team, understanding school roles and responsibilities and own position within these

This job description is current at July 2024, but following consultation with you, may be altered to reflect or anticipate changes in the job which are commensurate with the salary and job title. All posts will be reviewed annually.

Signed:

Date:

**DURHAM JOHNSTON COMPREHENSIVE SCHOOL
PERSON SPECIFICATION – SEND ADMINISTRATOR**

	Essential/ Desirable	EVALUATION VIA (Application / Interview)
Education/qualifications/knowledge		
Minimum 5 GCSE A*- C Grade including English and maths	E	A
Level 3/4 ICT qualification	E	A
First aid qualification or willingness to undertake	E	A/I
Experience		
Administrative experience in a large school	E	A
Demonstrable experience in SIMs / CPOMs / Class Charts or comparable management information system	E	A
Administrative experience within a secondary school setting SEND department or comparable environment	D	A
Demonstrable experience of working on multiple, competing projects, under pressure, without supervision	E	A/I
Experience of development, management and operation of administrative systems	E	A/I
Experience of minute taking and production of timely and accurate minutes	D	A/I
Aptitudes and Skills		
Good working knowledge of SEND, including relevant policies/codes of practice and awareness of relevant legislation	E	A/I
Enthusiasm for ICT, digital technology and electronic records management	E	I
Knowledge of and fully conversant with current Data Protection and Records Retention practice	D	I
Good oral and written communication skills with the ability to relate to a variety of people	E	I
Ability to work flexibly and positively to good effect within a team	E	I
Ability to identify own training needs and participate in necessary training	E	I
Personal Attributes		
Interested in young people, their wellbeing and education	E	I
Ability to deal calmly with different situations as they arise	E	I
Ability to interact effectively with parents and outside agencies	E	A/I
Enthusiasm and self-motivation	E	I
Ability to develop good relationships with students, staff, school leaders, visitors and contractors	E	A/I
Highly flexible in attitude and aptitude	E	I
Able to work well under pressure and meet deadlines	E	A/I
Strong organisational and time management skills	E	I
Full, clean UK driving licence & access to a vehicle for work purposes. Business Use Car Insurance and a valid MOT certificate (where applicable)	E	A/I
Available to work outside normal hours as and when necessary (by mutual negotiation)	D	A/I