

# Job Description & Person Specification

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## **Job Title: SEND Administrator / Family Liaison Officer**

Location: Grove Primary School, London Borough of Redbridge

Salary: £32 535 - £33 987 pro-rata Scale 5 (point 12-15)

Contract: Full Time, Term-Time Only (Fixed term)

Responsible to: Senior Leadership team

### **Job Description**

- Provide administrative support to the SENDCo and Inclusion Team.
- Maintain accurate SEND records, including EHCP documentation.
- Prepare paperwork for annual reviews and professional meetings.
- Act as first point of contact for families of pupils with SEND.
- Develop strong relationships with parents/carers.
- Support communication between school and external agencies.
- Attend meetings with families and professionals.
- Signpost families to appropriate support services.
- Ensure compliance with SEND Code of Practice.
- Support safeguarding and wellbeing of pupils as required.

### **Person Specification**

#### **Essential**

- Experience working in a school or educational setting.
- Good understanding of SEND processes and provision.
- Strong administrative and organisational skills.
- Excellent communication and interpersonal skills.
- Ability to build positive relationships with families.
- Commitment to safeguarding and promoting pupil wellbeing.

#### **Desirable**

- Experience working in a SEND or pastoral role.
- Knowledge of Local Authority systems.
- Experience liaising with external professionals.
- Relevant training or qualifications in SEND or family support.