

# SEND Administrator (Maternity Leave)

## Job Description

### PURPOSE OF THE POST

- To work collaboratively with all staff, parents/carers and multi agencies in order to support pupil wellbeing
- To co-ordinate the administration of EHC plans and the updating of SEN information of all pupils using MIS system
- To assist in the provision of a full range of administration duties to support the work of the administration/pastoral team

### DUTIES AND RESPONSIBILITIES

#### **EHCP Process**

- To manage the EHCP for all pupils under the direction of the Assistant Headteacher/SENDCo.
- To send EHCP review paperwork to Local Authority with supporting documents within legal timeframes.
- To ensure the EHCP paperwork clearly details the needs of the child/young person and has clear actions targets and outcomes.
- Create and maintain the EHCP spreadsheet. To keep up to date with any staffing changes and amend TEAMS invites / EHCP spreadsheet to reflect changes.
- To maintain up to date pupil EHCP records, including collating caseloads from all professionals involved e.g. physio, SALT, HI/VI, OT, health, FSW/ SW and saving plans amended and final from the Local Authority.
- Send out timely reminders for meetings to all stakeholders involved in the EHCP process.
- To send invites for meetings via TEAMS/Face to face to parents/carers, teachers and other professionals and minuting EHCP meetings.
- To ensure students PowerPoint presentations are readily available to share during meetings.
- To add attendance, merits and behaviour points to relevant paperwork.
- To inform the SENDCo of any concerns regarding the quality of reports after the agreed protocols have been followed.
- To respond to emails in relation to EHCP queries.

- To liaise with outside agencies in relation to paperwork / meetings e.g. Alternative Provisions.
- To send out parental engagement forms, sharing responses and monitoring engagement.
- To prep and prepare for meetings both TEAMS and Face to Face including organising translators and sending letters, documentation and booking rooms. Ensuring that all attendees have the correct paper
- Collate chair signatures and save in pupil records.
- To carry out any general enquiries for SLT/ chairs.

### **PEPS**

- Liaise with designated teacher of PEPs to ensure paperwork is uploaded prior to student PES.
- Upload PEP paperwork, adding resources to relevant portals e.g. Bury, Manchester, Cheshire East etc and ensure that the documentation is saved in the pupil's record.

### **Administration**

- To take notes/minutes of all meetings and write up in accordance with guidelines
- To respond to queries from staff and pupils
- To undertake general administration duties, including produce letters, photocopying, filing, emailing and scanning

## **CORE RESPONSIBILITIES AND DUTIES**

- Ensure that you understand and comply with the trust Health and Safety policy by following the relevant procedures that are in place.
- Read, uphold, and promote the safety and wellbeing of students as set out in the trust safeguarding procedures.
- Promote high standards of personal professional conduct in accordance with the trust Employee Code of Conduct.
- Please note that the job description provided is not an exhaustive list of all responsibilities and duties associated with this position.

## **SAFEGUARDING**

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion.

All our employees are expected to demonstrate a commitment to our shared principles and the Oak Way.

Oak Learning Partnership is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust.

# Job Title

## Person Specification

<b>CRITERIA</b>	<b>Experience, Qualifications and Training:</b> On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
<b>ESSENTIAL</b>		<b>DESIRABLE</b>
<ul style="list-style-type: none"> <li>• 5 GCSE's including Maths and English at Grades C or above (or equivalent).</li> <li>• Previous experience of working in a school environment or dealing with members of the public. Excellent communication skills</li> </ul>		<ul style="list-style-type: none"> <li>• Experience in working in a SEND setting</li> <li>• Experience working with Arbor</li> </ul>
<b>CRITERIA</b>	<b>Ability, Skills and Knowledge:</b> In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:	
<b>ESSENTIAL</b>		
<ul style="list-style-type: none"> <li>• To have excellence knowledge computer systems.</li> <li>• Knowledge of recent SEND reforms, Code of Practice and EHCP process.</li> <li>• Ability to maintain strictest confidentiality and integrity at all times.</li> <li>• Ability to be flexible in order to create effective solutions.</li> <li>• Ability to deliver a high standard of service.</li> <li>• Ability to deal with situations under pressure in a tactful, calm and confident manner.</li> <li>• Effective written and verbal communication skills to liaise with a wide range of people at all levels</li> <li>• Possess good numeracy and literacy skills.</li> <li>• Demonstrate ability to use Teams and Outlook.</li> <li>• Excellent time management skills with the ability to plan and prioritise own workload to meet deadlines.</li> <li>• Excellent personal and office organisational skills and ability to maintain effective administrative systems.</li> <li>• Ability to act on own initiative and be proactive when solving problems.</li> <li>• Demonstrable ability to operate various software packages, e.g. Microsoft Word and Excel, and information technology systems.</li> <li>• Have the ability to relate well to children and adults.</li> <li>• Be able to work constructively as part of a team, understanding school roles and responsibilities and your own position within these.</li> <li>• Have the ability to identify your own training and development needs and co-operate with the means to address these needs.</li> </ul>		
<b>CRITERIA</b>	<b>Personal style and behaviour:</b> In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour:	
<b>ESSENTIAL</b>		
<ul style="list-style-type: none"> <li>• Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.</li> <li>• Self-motivation and personal drive to complete tasks to the required timescales and quality standards</li> <li>• The flexibility to adapt to changing workloads demands and new school challenges</li> <li>• Personal commitment to ensure that services are equally accessible and appropriate to meet the diverse needs of the service users.</li> <li>• To be committed to Elms Bank's vision and values and reflect this in your daily work.</li> <li>• To be an active participant in the Elms Bank community.</li> <li>• To collaborate as a team promoting a positive attitude.</li> <li>• To be professional in demeanour and appearance.</li> <li>• To be open, honest and responsible.</li> </ul>		

- To manage your own personal well-being.
- To be aware of other's well-being demonstrating compassion and empathy.
- To positively embrace change.
- To focus on successes and learn from mistakes.
- To have the ability to receive and share productive feedback.
- To reflect on your work and be open to learning, to reflect on your knowledge and strive to be better.
- To understand the needs of our students and actively work to meet them.
- To take ownership and be solution focused.