

JOB DESCRIPTION

Job Title:	SEND Administrator
Salary:	Grade E6 - £13.47 per hour, £25,989 full time (pro rata)
Working Hours:	32 hours per week - 8.30am to 3.30pm Monday to Friday
Working Weeks:	39 weeks per year
Effective Date:	1 st June 2026
Reporting to:	SEND Lead & Assistant Headteacher
Contract:	Maternity Cover, Part Time

The purpose of the SEND Administrator is to:

- Provide a comprehensive range of high quality administrative support to ensure that all aspects of the day to day activities operate efficiently and effectively.
- Create a friendly, welcoming and supportive environment.
- Work as an effective member of the wider SEND team.
- Work within the Trust's aims, objectives and ethos.

Key Tasks and Responsibilities

- Assist the SENCo to collate, analyse and interpret assessment data, including auditing data for accuracy and investigating anomalies.
- Schedule review meetings and prepare relevant student data, e.g. school reports, attendance data etc.
- Issue pre and post meeting paperwork for SEND meetings (PEP, EHCP and professionals) is sent to all parties by deadlines and student folders are kept up to date.
- Communicate effectively in writing and by telephone with parents/carers and staff.
- Anticipate and plan ahead appropriately for regular/upcoming events and tasks.
- Enter details of new students going on to the SEND register.
- Use SIMS to generate letters/emails to inform parents of any changes in SEND provision and invite parents to review meetings.
- Type and circulate minutes of meetings to staff team.
- Carry out routine administrative support, including photocopying materials, scanning etc. as required.
- Maintain the SEND diary of expected visitors and liaise with colleagues when visitors arrive.
- Maintain a confidential and discreet manner at all times, and ensure that all information is managed in accordance with data protection and safeguarding requirements.
- Maintain good relationships with all staff, students, parents/carers and other professionals. Represent the school in a positive and professional manner at all times.

Other Duties and Responsibilities

- Invigilation as and when necessary.
- Attending INSET sessions and meetings as necessary and appropriate.
- To engage actively in the performance review process.
- To play a full part in the life of the school.

Additional Information

- The post holder is required to contribute to and support overall aims and ethos of the school.
- It should be noted that the above list of principal duties and responsibilities is not necessarily a complete statement. Alterations and further duties may be necessary and will be subject to consultation. The post holder is expected to accept any reasonable changes to his / her job description.
- The post holder is expected to be able to adapt his / her work to address the specific needs of the students.

Safeguarding and Confidentiality

- Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.

Health and Safety

- Be fully aware of health and safety regulations.
- Be familiar with fire and other similar evacuation procedures and to act in accordance with them in any emergency situation.
- Take responsible care for the health and safety of yourself and others who may be affected by your actions or omissions at work.
- Cooperate with any requirements to adhere to statutory or other safety regulations.