



Millthorpe School

JOB DESCRIPTION	
JOB TITLE: SENd Administrator	Grade: 5 Level: 1-4
	Salary: £22,704 - £23,854 per annum (pro-rata)
REPORTS TO: Assistant Headteacher - Inclusion	WORKING PATTERN: Monday – Friday 37 Hours Per Week (Term-time only)
1.	MAIN PURPOSE OF JOB Provide secretarial and administrative support to the SEND department and maintain an effective and efficient administrative system to ensure sensitive information is kept up to date and confidential.
2.	CORE RESPONSIBILITIES, TASKS & DUTIES <ul style="list-style-type: none">• To develop and maintain systems to support record keeping for all students on the SENd register• To enter details of new students going on to the SEND register• To use SchoolComms/SIMS to generate letters/emails to inform parents of any changes in SEND provision• To collect and update data on Google Drive spreadsheets to record on Student information• To use SchoolComms/SIMS/email to invite parents to review meetings.• To schedule review meetings and prepare relevant student data, e.g., pupil passports, school reports, Attendance data etc.• To organise chase up and collation of round robin emails to staff requesting feedback about students in preparation for review meetings or for external agencies• To be responsible for all aspects of administration around annual reviews. This includes complete sets of edited and proof-read teacher contributions, outside agency reports, parental views and pupil contribution.• To complete referral forms for outside agencies i.e., RSA forms, Specialist Teaching referrals etc.• To work to strict deadlines as set by CYC in terms of annual reviews and Educational Health Care Plans• To assist with all Year 6 Transition matters, i.e., booking visits primary School visits, collating student information including medical matters.• To liaise with Post 16 providers and forward on Student SEN/Exam Assess Arrangements information• To circulate outside agency reports

	<ul style="list-style-type: none"> To type and circulate minutes of meetings To research and order SEND resources To carry out routine admin support, including photocopying materials, scanning etc. as required To communicate effectively in writing and by telephone with parents/carers and staff To anticipate and plan ahead appropriately for regular/upcoming events and tasks To maintain the SEND admin diary and populate with regular events Manage Diaries of SENCO and Assistant SENCO To maintain a high level of confidentiality at all times On receipt of NHS CAMHs Questionnaires, organise distribution to staff requesting feedback about named students and organise chase up and collation of forms and return completed forms to Orca House within a 3-week deadline Medical duties: To update and monitor Classcharts with all student medical conditions. To maintain and update the "Medicine Expiry Date Checklist 2022-23" To check all medicine's stored in the main office are in date and all "Agreement to Administer Medication" forms have been completed annually and signed with IHCP/Action Plans. Arranging meeting with parents and outside medical agencies when needed To maintain and update all Medical Photocards.
3.	SUPERVISION / MANAGEMENT OF PEOPLE No direct supervision of staff.
4.	CREATIVITY & INNOVATION <ul style="list-style-type: none"> Develop and implement new and up to date ways to manage the administration of the department Monitors and is responsive to department emails, post and telephone calls Monitors and is responsive to communication with families/students/internal and external contacts Communicates effectively with parents/carers, teachers, other professionals in school and external agencies whenever the need arises.
5.	CONTACTS & RELATIONSHIPS <ul style="list-style-type: none"> Develops and maintains excellent relationships with colleagues as well as contacts from external agencies
6.	DECISIONS - Discretion & Consequences <ul style="list-style-type: none"> Communicates information effectively and efficiently to DSL, tutors, teachers, other professionals and parents whenever the need arises. Responds to on-the-spot incidents requiring immediate attention/decisions on/off school premises and/or without direct contact with a more senior member of staff.
9.	OTHER REQUIREMENTS

	<ul style="list-style-type: none"> • To comply with any reasonable request from a manager to undertake other duties commensurate with the post. • To participate in professional and personal development programmes as required, including training and performance management review • To contribute to the overall ethos/work/aims of the school • To be aware of, and comply with, policies Health & Safety; Security; Confidentiality and Data Protection policies and procedures reporting all concerns to an appropriate member of senior leadership team. • To appreciate and support the work of other professionals • There is a requirement to submit to an enhanced Disclosure and Barring Service (DBS) check. • Term time working.
10.	<p>Position of Job in Organisation Structure</p> <pre> graph TD A[Assistant Headteacher - Inclusion] --- B[] B --- C[This post] B --- D[Other Jobs at this Level] C --- E[Jobs reporting upto this one - None] </pre>