



NOTRE DAME HIGH SCHOOL JOB DESCRIPTION

Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Job Title	Special Educational Needs and Disabilities Administrator	
Salary/Working Pattern	37 hours per week / term time only Normal hours of working will be: Monday – Friday 8.30am-4.30pm Grade 5: £30,024 - £32,597 per annum pro rata Actual starting salary: £25,583.64 per annum	
Purpose of the Job	To contribute to teaching and learning in the school by operating and controlling the administrative functions within: • Special Education Needs and Disabilities • Operating Student Reception • Student Medical Conditions • Medical Room triage service working in accordance with any currently applicable schedules.	
Responsible To	Administration Manager	
Responsible For	N/a	
Level of Contact with Children & Degree of Responsibility	Level of Contact with Children	High
	Degree of Responsibility for Children	Medium





Conditions of Employment	The conditions of employment for members of non teaching staff are defined in the current National Joint Council for Local Government Services Document and the Catholic Education Service. To endeavour to implement the Notre Dame High School Mission Statement, promoting and supporting the ethos of the school as a learning and caring community committed to following Christ's teaching
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Purpose of Role:

To contribute to teaching and learning, SEND care and safeguarding in the school by:

- Operating and developing the administrative functions predominantly leading on SEND administration.
- Supporting with wider pastoral administration as required
- Operating appropriate medical systems in place for all school users i.e., staff, students, visitors, contractors etc.
- The postholder will also be required to work across other areas in school to provide support as required i.e., with admin systems/student supervision/exam invigilation etc.

Main Duties & Responsibilities

SEND Administration

- To operate and control the Student Database/Management Information System;
- To communicate with parents dealing personally with "general issues" and liaising with the Heads of Year, Head of Pastoral Care and Pastoral Managers as required.
- To be a point of contact for staff, students and others as appropriate, in the Student Reception office area.

The postholder will be responsible for the following;

- Projecting an organised, welcoming and efficient image of the school compatible with our distinctive ethos to all stakeholders.
- Co-ordinating the work of the SEND Team, ensuring that systems across all areas are efficient and effective and provide a high-quality service.
- Provision of administration support service to the SEND Team including; arranging meetings, noting and coordinating follow up actions at the end of key meetings and from correspondence.
- Liaising with external multi -agencies and stakeholders with respect to all aspects of the welfare of students.
- Communicating proactively with parents personally about enquires, concerns and issues in the first instance and subsequent liaison with Heads of Year (HOYs)/SEND Team.
- Reviewing and leading on routine systems and procedures to ensure that activities/events smoothly, for example, parents' evenings, SEND reviews, alternative timetable provision,





student reports and other interventions.

- Recording safely information held on students including Child Protection records/Common Assessment Framework/ the Special Education Needs register/Student reviews/SEND Support plans. This includes the collation and dissemination of information to staff, parents and other agencies as applicable.
- Providing a support service to students in relation to uniform.
- Ensuring all statutory and other requirements are met across the team e.g., safeguarding, exclusions.
- Overseeing timetable arrangements for Learning Support Assistants, Teaching assistants, lunchtime support and extra -curricular activities.
- Supporting with Parents' Evenings/Open Mornings etc. when required

First Aid/Medical Room/Students with Medical Conditions

- To undertake and pass a certified First Aid at Work training course and refresher training as required to ensure continuous certification.
- In addition to being a certified First Aider, to be the 'appointed person' for the school which involves:
 - Takes charge when someone is injured or becomes ill
 - Looking after the first aid equipment e.g., restocking the first aid containers /checking the operation of defibrillators etc.
 - Ensuring that an ambulance or other professional medical help is summoned when appropriate
 - Keeping records of instances of illness at work / treatment given and providing regular reports to key members of staff
 - Maintaining the accident book for the school, ensuring information is shared as appropriate
 - Maintaining accurate student records of illness / medical conditions / medication administration records and ensuring this information is shared as appropriate
 - To produce, update and maintain risk assessments in relation to ongoing medication and adhoc requirements in relation to medical conditions. Ensuring details are communicated accordingly and identified control measures are in place and reviewed as required.
 - To operate a triage service for students requiring medical attention, as alerted via the systems in place.

Additional Specific Responsibilities:

- In consultation with the post holder, the Headteacher/Line Manager may require a post holder to take on any additional duties or responsibilities as the school develops and/or the need arises.

General Duties:

- To support and contribute to the Catholic nature of the school as directed by the Headteacher and Governors
- To share responsibility for the school's commitment to safeguarding and promoting the





welfare of children and young people.



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