

SEND Administrator (part time)

Trinity Academy

Job Description

Position Profile

Job title:	SEND Administrator
Responsible to:	Deputy SENDCo
Salary:	S17 to S21 £24,928 - £27,642 FTE (Actual salary 0.4: £8776 to £9728)
Start date:	As soon as possible
Hours:	15 hours per week. There is some flexibility in how these hours are worked. To be discussed at interview. Term time + 5 days Could also be combined with a reprographics role, 15 hours per week.

Purpose of the role

To provide first rate administrative support across our SEND team which has a tangible impact on the lives of our students. To support the SEND department in running as smoothly as possible and maximising learning opportunities for our students.

Responsibilities of the role

The tasks required will be many and varied but will cover three key areas:

EHCP Annual Reviews

- Working closely with the Deputy SENDCos to arrange Annual Reviews
- Sending meeting invites and booking meeting rooms
- Collating paperwork involved in the administration of an Annual Review (e.g. teacher contributions, family and student views)
- Taking minutes during the meeting
- Ensuring paperwork is submitted to the Local Authority within legal timescales

General Administrative support

- Responding to all incoming enquiries (via phone, email and face-to-face) and responding/forwarding as appropriate
 - Manning the SEND email inbox
 - Managing visitors to the SEND team (e.g. booking meetings, managing the visitors diary)
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- Providing admin support to EHCP applications (e.g. inputting contact details for families, collecting family consent signatures)
 - Filing Access Arrangements evidence and working with the Deputy SENDCo to ensure Access Arrangement applications are made in a timely manner

General

- Being aware of student safeguarding issues and referring information to the appropriate person when necessary.
- Upholding and promoting the ethos and reputation of the School at all times.

Decision making:

The post holder will primarily be operating within agreed limits and parameters in decision making for day to day operations. They will suggest improvements and implement initiatives.

Working Environment:

We are a new school that opened in September 2019 and moved into our new, state of the art £25 million building in September 2021. You will be joining an establishing operations and communications team as we continue to support the growth of the school, including the opening of our Sixth Form in September 2024.

The role will involve regular and frequent face to face contact with students, staff, parents/carers and members of the public. The post holder will be required to become familiar with the entire staff and site. Other duties may require the post-holder to attend school events in the evening, as agreed in advance.

Contacts & Relationships:

The post holder will be required to establish constructive working relationships with all members of the school community and partners. Confidentiality, professionalism and security of information are vitally important aspects of the role.

The duties outlined in this Job Description may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. This document does not form part of your contract of employment with the school.