

## Job Description

<b>Post:</b>	<b>SEND Administrator</b>
<b>Pay Scale:</b>	<b>Grade 4 (SCP) 7-11</b>
<b>Responsible to:</b>	<b>SENDCo</b>
<b>Main Location:</b>	<b>St Cuthbert's RC High School</b>

## Responsibilities

**The postholder must:**

- Perform his/her duties in accordance with the Equal Opportunities Policy.
- Ensure that the Trust's commitment to public service orientation and care of our customers is provided.
- Be able to render regular and efficient service to undertake the duties of this post.

## Principal Duties

- Support the SEND provision in school with administrative duties.
- To collate and maintain data and pupil reports and to produce management information/data as required.
- To accurately input into databases and spreadsheets, maintain manual and computerised records and produce reports/management information.
- To support the monitoring and production of accurate SEND data.
- To provide administrative support as required, including the production of letters, report and schedules, and to utilise other ICT packages e.g. email, databases, spreadsheets, and the internet.
- To ensure the department has the required resources and order resources accordingly.
- To be responsible for electronic resources in the department e.g. laptops, to ensure they are all accounted for and maintained.
- To take notes/minutes of meetings and support the organisation of meetings including typing agendas, collating papers, book meeting rooms and arranging refreshments.
- To support and attend parent's meetings as and when required.
- To undertake SEN office duties, acting as first point of contact, answer routine telephone and face to face enquiries.
- To respond to general day-to-day queries from staff, students, parents and external visitors.
- Undertake student first aid/welfare duties, looking after sick students, liaising with parents and staff in accordance with school procedures.

- To make arrangements for school trips, events, etc, as directed.

### Secondary Duties

- Uphold the professional standards expected of every member of Trust staff in all dealings with colleagues, students, parents / carers and the wider community and adhere to the principles expressed in the aims of the Trust.
- Work collaboratively across departments with colleagues and students to ensure the Trust operates as effectively as possible to achieve its aims. Develop collaborative working relationships with other managers and colleagues in the Trust.
- To participate in programmes of training as a trainee and when required as a trainer facilitator. Actively contribute to the continued development of the Trust by attending training, participating in relevant meetings, and putting forward ideas for improvement. To demonstrate a commitment to self-review and professional development.
- Be aware of and comply with policies and procedures relating to child protection, health & safety and security, confidentiality and data protection, reporting all concerns as appropriate.
- Maintain designated databases/files in accordance with Trust policies for data governance, as appropriate for the role.
- To support and participate in team working across the Trust, including working within other areas/ schools as required in the light of operational needs of the Trust and to facilitate the career development of the post holder. Prepare and contribute to Trust wide development by sharing best practice and professional feedback.
- To undertake duties as part of the team rota - To act as a team member and undertake general office duties as and when required to support the overall service delivery to the academies, students and families. Be a positive, collaborative team member.
- To undertake such other duties and responsibilities of an equivalent nature commensurate with the level of responsibility that may be allocated periodically, as may be determined from time to time by the Headteacher (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).
- The postholder's duties must at all times be carried out in compliance with the Trust's Equal Opportunities Policy and other policies designed to protect employees or service users from harassment.
  - Take reasonable care of the health and safety of self, other persons and resources whilst at work.
  - Cooperate with management of the trust as far as is necessary to enable the responsibilities placed upon the trust under the Health and Safety at Work Act to be performed, e.g. operate safe working practices including both mental and physical wellbeing.
  - It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards employees. The postholder should also counteract such practice or

behaviour by challenging or reporting it.

- To attend and participate in meetings as required.
- Play a full part in the life of the St Teresa of Calcutta Catholic Academy Trust community, supporting our ethos and values encouraging staff and students to follow this example.
- Support the Trust in meeting our legal requirements for worship.
- Actively promote St Teresa of Calcutta Catholic Academy Trust policies.

### **Professional standards and development**

- Be a role model to students through appropriate personal presentation and professional conduct.
- Support all the School's policies and ethos.
- Establish effective working relationships with professional colleagues both in school and as part of the school's learning community and network.
- Responsible for the health, safety and welfare of self and colleagues in accordance with the School's Health and Safety policies and procedures and current legislation.

### **Continuing professional development and formation**

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management/Appraisal process – evaluating and improving your own practice.

### **General Responsibilities**

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.

*These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.*

*The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.*

*It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.*

<b>Person Specification</b>		
<b>Key E Essential, R References, I Interview, C Certificate, D Desirable, A Application</b>		
	<b>Essential / desirable</b>	<b>Evidence</b>
<b>Qualifications</b>		
To possess or be willing to work towards GCSE English and Mathematics at Grade A*- C, or GCSE Level 4 - 9, or a Level 2 qualification in Literacy and Numeracy or CSE Grade 1 in English and Mathematics.	E	AF, certificates
To possess or be willing to work towards a Level 2 qualification in Business Administration.	E	AF, I, check certificates
To possess or be willing to work towards a full or emergency Paediatric First Aid certificate within 3 months of starting work.	E	AF/I
Willingness to undertake appointed person certificate in first aid administration	D	A/ I/C
<b>Skills &amp; Experience</b>		
Experience of a range of administrative work	E	AF/I
Experience of using ICT packages i.e. Microsoft Word, Access, Excel, Outlook.	E	AF, I
<b>Knowledge &amp; Ability</b>		
Ability to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning	D	A/ I
Ability to work effectively within a team environment, and an understanding of school roles and responsibilities.	E	AF, I
Understanding of the importance of safeguarding/child protection when working in a school setting	E	AF, I
Knowledge of SEND in a school setting	D	AF, I
Knowledge of data protection/GDPR and understanding the importance of maintaining confidentiality.	E	AF, I
Ability to prioritise own workload and work to deadlines	E	AF, I
Excellent communication skills and ability to deliver effective customer service in person, on the telephone and via email.	E	AF, I
Willingness to develop basic understanding of ICT skills. Understanding of basic technology – computer, video, photocopier	D	A/ I
To work towards the ability to continually develop and extend own working practices through observations, evaluation and discussion with colleagues	E	A/ I
<b>Special working conditions</b>		
Enhanced DBS clearance.	E	AF, I
Requirement to undertake First Aid Training and provide first aid cover as necessary.	E	AF, I
Motivated and keen to develop own knowledge and practice by participating in professional reviews and continuing personal development activities.	E	AF, I

Committed to working within the schools policies and procedures and adhering to safe working practices.	E	AF, I
Flexible in approach and able to meet the changing demands of the role.	E	AF, I
Ability to attend occasional meetings outside of school hours	E	A/ I
Lifting and carrying equipment as required	E	A/ I
<b>Personal characteristics</b>		
Willingness to participate in relevant training and development opportunities.	D	A/ I
Have a professional appearance and manner	E	AF, I
Ability to converse at ease with customers and service users and provide advice in accurate spoken English	E	A/ I