

Profile Title and Grade	
Administration Officer to SEND	JOB ID; ADMIN7
Purpose of the role	
<p>To undertake high level administrative and organisational support to SEND in school. Assist with the planning and development of support services.</p> <p>This may involve providing support to a project or task – SEND related, which may include the creation of basic management information systems, and financial monitoring of transactions.</p> <p>The jobholder will be expected to, with an understanding of the wider functions of the school office, organise their own workload and address independently, a broad range of queries using school policy, procedure and protocol</p>	
Responsibilities	
<p><u>To provide administrative support to SEND and Safeguarding in school. The Post Holder will:</u></p> <ul style="list-style-type: none"> • Assist in the day-to-day organisation, operation and provision within the SEND area including first point of service duties for pupils/staff, answering/logging/forwarding calls in relation to SEND in school. • Maintain SEND registers, records and files including archived files, organise SEND meetings, room bookings, maintain SEND office systems and diaries and input to pupil records. • Have up to date knowledge and skills relating to access arrangements in school. • Liaise with the Schools Exam Officer on all examinations and access arrangements for pupils. • Through the analysis of data and information, assist in the identification of learning assessments and possible access arrangements for pupils. • Under the guidance and direction of the SENCo, support the completion of learning assessments for pupils and sharing of information with pupils/staff/home, and access arrangements for pupils. • Support the lead on the organisation of access arrangements for all examinations. • Liaise with other School administrators with regard to School admissions/leavers, updating documentation, preparing new files, handing on files to other educational providers all on a regular basis. • Liaise with Primary Schools with regard to SEND in Yr.5 and SEND Yr.6/Yr.7 transfer. Arranging and attending meetings and recording information with Primary Schools when required with regard to SEND in Yr.5 and SEND Yr.6/Yr.7 transfer. • Write and distribute letters for SEND meetings. Collate, copy and distribute SEND paperwork for meetings. Attend and take minutes of meetings. Providing typed minutes of meetings for proof reading. • Assist in the day to day operation of Safeguarding administration. • Password protects and/or takes special measures to safeguard the confidentiality of the School's information in relation to Safeguarding material. Being responsible for locking away confidential data. Ensure the School's held information is provided only to approved and/or appropriate persons. • Use initiative to organise the time and diaries of more senior SEND and Safeguarding staff following general instructions and guidance. • As directed by senior SEND colleagues, undertake SEND research and gather information to assist in the informed decision making of senior SEND colleagues. Provide analysis and evaluation of SEND data/information in the most appropriate format and produce reports/information using appropriate software. • To organise Health Care Plan meetings, complete HCP's and maintain medical records including the high risk medical needs leaflet using the Schools administrative systems. 	

- As guided by more senior SEND and Safeguarding colleagues, liaise with other education, health and care professionals to facilitate the development of multi-agency approaches for pupils.
- Coordination of Continuing Professional Development events with other education, health and care professionals for staff in school.
- To provide administrative support for staff when planning educational visits with regard to medical needs.
- Ensure that SEND office equipment, stationery and other office consumables (including basic maintenance) are ordered in accordance with the Schools purchasing procedures.
- Responding to and answering more complicated non-routine SEND queries from parents/carers/the public and school staff through being able to offer tailored guidance drawing on an understanding of School systems, procedures and protocols, internal policies and external regulations/legislation relating to the queries received.
- Undertake accurate SEND data-inputting including Provision Mapping, word processing, printing individual SEND pupil reports or other IT based tasks as well as the management of computerised and manual record/information systems.
- Assist more senior SEND and Safeguarding colleagues in planning, development, design, organisation and monitoring of SEND school administration systems, procedures specific to the administration function.
- Operate, and on occasion, demonstrate to other colleagues the use of ICT software packages for SEND in school e.g. word processing packages, databases, spreadsheets, specialist and bespoke software.
- Completion and submission of monitoring forms, returns etc including those to external bodies.
- Maintain a working knowledge of pertinent legislation relating to the administration function with regard to SEND in school.
- Allocate work to other SEND team colleagues as appropriate.
- Within an agreed system of supervision, manage small projects in relation to SEND and Safeguarding.
- Provide financial information in an appropriate manner to allow more senior SEND and Safeguarding staff to undertake financial planning and decision making.
- When required provide support to more senior SEND staff to assist with developing school procedure and practice to improve service delivery, which ensure compliance with legislation and/or national standards.
- Assist with promotion and marketing activities of SEND in school including maintaining notice and display boards and up to date information contained on the School website.
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits.
- When required, deputise for more senior SEND staff at nominated meetings.
- When required, deputise for more senior SEND and Safeguarding staff through allocation of tasks to the SEND team or other school administrators and checking to ensure SEND related or Safeguarding tasks are completed to the required standards using specific ICT software packages e.g. word processing packages, databases, spreadsheets, specialist and bespoke software.
- Undertaking financial processes, in accordance with the Council/School's financial regulations.
- Develop small scale administration systems using Microsoft Office packages for other colleagues to use OR act as nominated system administrator for a bespoke IT system.
- Provide factual advice to the public with regard to statutory regulations and/or regulations/legislation/internal procedures affecting the well-being of others.
- To undertake any additional tasks commensurate with pay grade specific to the role of Administration Officer to SEND

Indicative Knowledge, Skills, Experience

- Knowledge for implementing a range of administrative procedures, including use of relevant ICT packages and systems.
- Knowledge and skills equivalent to national qualifications level 3.

School Ethos

- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Develop constructive relationships and communicate with other agencies/professionals where appropriate to the role.
- Share expertise and skills with others.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.
- Within a responsibility of a duty of care, comply with all policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be an effective role model for pupils by demonstrating and promoting the positive values, attitudes and behaviour expected from pupils.