



| JOB PROFILE | | | |
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| Job Title: | SEND Administrator | School/Department: | Temple Learning Academy |
| Salary Grade: | B3, FTE: £22,369 – £24,054 Actual: £19,134 - £20,575 | Working Hours: | Term Time only + 5 Training Days, 37 hours per week Monday – Friday (8:00am - 4:20pm) |
| Contract Type: | Permanent, Full Time | Location: | Leeds |
| Responsible to: SEND Coordinator | | | |
| Role summary: To support SEND Senior Leaders/the Principal by undertaking high quality administrative, financial and organisational processes as required. Contributing to the planning and development of support services. Ensuring the smooth running of SEND administration. Red Kite Learning Trust is committed to safeguarding and promoting the welfare of students and expects all colleagues and volunteers to share this commitment. | | | |
| Special conditions of service: No smoking policy, including e-cigarettes. | | | |
| Role specific responsibilities: <ul style="list-style-type: none"> To use clerical time efficiently and to ensure the smooth running of the office, maintaining up to date computer-based and manual filing systems. To update and manage Arbor management information system administration for SEND. To operate relevant ICT packages e.g. word, excel, publisher, databases, spreadsheets, internet, mail merge. To assist in the development of ICT in respect of updating information and importing/exporting student data as required. To provide general clerical/administrative support, including reprographics, completing standard forms, responding to routine correspondence. To act as the first point of contact for visitors, parents and students – both in person and on the telephone, in a courteous, professional, calm and friendly manner. To diary manage, arrange appointments and deal with enquiries in a friendly, efficient and approachable manner. To distribute both internal and external mail. To take notes and minutes at meetings. To assist the SEND Senior Leaders in dealing with correspondence, records and enquiries relating to admissions arrangements for SEND. | | | |



- To carry out clerical work in connection with SEND.
- To support whole school requirements ie break duties.
- To raise orders for goods and services on internal requisition, as directed by SEND Senior Leaders.
- To process computer-based recording and reporting of attendance and to sign students in and out of school during school hours as required.
- To assist SEND colleagues and teaching staff in the coordination of meetings for parents and in-service courses.
- To assist in the administration of minor first aid when necessary; to undertake initial and refresher first aid training. To look after sick and injured students, liaising with staff and parents.
- To support and attend primary school visits.
- To be aware of and comply with all policies and procedures relating to child protection, health, safety, and security, equal opportunities, confidentiality and data protection, reporting all concerns to an appropriate person.
- To attend relevant meetings and in-service training and seek to further extend skills, knowledge and experience in order to develop personal effectiveness in the role.
- To prepare statistical returns, schedules and exam timetables relating to SEND.
- To timetable TAs to ensure support for students is in place on a daily basis
- To liaise with outside agencies.
- To enter student assessment data as required.
- To ensure that electronic and paper-based student records are kept updated.
- To promote the school and SEND as required ie on Open Days and Parents' Evenings.

RK People responsibilities:

- Contribute to the overall aims and values of our Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all Trust policies and procedures including child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- Contribute to ensuring safeguarding procedures are in place and used effectively at all times

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in the job profile but which is in line with the general scope, grade and responsibilities of the role.

Red Kite Mission, Values & Leadership Expectations

Our Trust Mission

Nurturing ambition, delivering excellence and enriching children's lives

Our Trust Values

Collaboration: we pull together to get the best outcomes for every child in every school, working with professional generosity and openness for the common good. We share joy in our achievements – personal and collective



Integrity: we put ethical leadership and excellent governance at the heart of our Trust, serving our schools and communities with fairness, honesty and transparency and a hunger for social justice

Respect: we champion equity, equality and diversity. We treat our staff, children and families and partners with respect and kindness – modelling our values and wanting the very best for each other

Our Leadership Expectations

Coach your Team: our leaders use coaching principles to support their teams to be self-aware, grow and work collaboratively

Lead with Respect: our ethical leaders lead with trust, integrity and show appreciation. Wellbeing and fairness are shared priorities

Challenge for Excellence: our leaders challenge themselves and their teams to continually grow in their role and towards their aspirations. They support an innovative approach where colleagues are encouraged to try new approaches with the aim of improvement

PEOPLE PROFILE

| Aptitudes and Characteristics | Essential | Desirable |
|--|-----------|-----------|
| Able to communicate effectively with a wide range of people | √ | |
| Able to work flexibly as part of a team & show initiative | √ | |
| Able to prioritise work to meet conflicting deadlines | √ | |
| Able to assist in the training of new team member | √ | |
| Experience of dealing with queries from a wide range of people | √ | |
| Experience of working in partnership with others to deliver work to set deadlines | √ | |
| Experience of participating in teams and working on own initiative | √ | |
| Commitment to own personal development and learning | √ | |
| Happy and approachable, with a can-do attitude | √ | |
| Willing to abide by all the School's policies and procedures such as, Equal Opportunities, Health and Safety, Child Protection, Confidentiality and Data Protection Policies | √ | |
| To display a responsible and co-operative attitude to working towards the achievement of the school's aims and objectives | √ | |
| Commitment to exploring opportunities to work across different phases in an all-through Academy | √ | |
| Confidence working with young people in a busy school environment | | √ |
| Qualifications, Knowledge and Experience | Essential | Desirable |
| Able to input/ retrieve information from databases | √ | |
| Experience in the use of Microsoft Office package applications | √ | |
| Able to accurately enter/retrieve data information from information systems | √ | |



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| Relevant first aid qualifications or willing to undertake Training | √ | |
| Able to demonstrate good numeracy & literacy skills | √ | |
| Knowledge of general office procedures and practice | √ | |
| Knowledge of relevant financial regulations to carry out financial transactions | √ | |
| Experience of providing customer focussed services | √ | |
| Experience of extracting and analysing data from information databases | | √ |
| Experience of taking minutes | | √ |
| Experience of staff supervision | | √ |
| Knowledge/qualifications demonstrating ability in numeracy and literacy | | √ |
| Safeguarding and Promoting the Welfare of Students | Essential | Desirable |
| Full commitment to safeguarding and promoting the welfare of children and young people | √ | |
| Discretion at all times in the disclosure of information about the Academy and a clear awareness of confidentiality | √ | |

