

Job Description

POST TITLE: SEND Administrator

GRADE: Grade 6, Points 7 – 12

RESPONSIBLE TO: SENDCo

JOB PURPOSE

GENERAL RESPONSIBILITIES

- Support the overall Christian ethos of the Trust. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Extremism & Radicalisation Policy
 - Health, Safety and Security Policy & Guidance
 - Keeping Children Safe in Education (Part 1) Guidance
 - Safeguarding Policy and Training Slides
 - Whistleblowing Policy
 - IT Pack including Acceptable Use Statement
 - Health, Wellbeing and Benefits Policy
 - Finance Policy
- 1. Be aware of and support difference and ensure equal opportunities for all.
- 2. Contribute to the overall aims of the Trust and Academy Improvement Plans
- 3. To develop and implement own professional development and skills
- 4. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
- 5. To demonstrate an excellent record of attendance and punctuality.
- 6. Work cooperatively as part of the Trust wide staff team
- 7. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

SPECIFIC RESPONSIBILITIES

SEND Admin

- Responsible for the administrative support/coordination for meetings such as Annual Reviews, Interim Reviews and Inclusion meetings including agenda preparation, collation of supporting papers, minute taking, production and distribution of minutes and any additional documentation.
- To undertake a comprehensive range of administrative services within the Learning Support Team, ensuring that work is prioritised and deadlines are met.
- Maintain SEND student records both electronic and paper files including records are archived in line with the ICO regulations.
- Maintain, update and distribute documentation relating to SEND students including the Inclusion Register and IEP's.
- Co-ordinate routine and non-routine communication with service users on issues of a highly confidential and sensitive nature including parents and agencies such as other education establishments, health and other Local Authorities.
- Assist with student welfare duties such as dealing with sick students, liaising with parents/carers and relevant staff, dealing with complex student matters, investigating and resolve any matters.

General Administration

- Assist in providing comprehensive reception services, including greeting visitors to the School and ensuring relevant safeguarding checks are made, including receiving parents and students, dealing with general enquiries face to face or by telephone; taking messages or referring matters to the appropriate person.
- Work cooperatively as part of the School administrative team, covering absence, vacancies and supporting colleagues at times of heavy workload.
- Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.
- Undertake word processing and other IT based tasks as required using Microsoft Office and other relevant programmes/software.

STAFF CONDUCT

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

DRESS CODE

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.
- Some functions within the Trust are required to wear uniform that will be supplied by the Trust.

PERSON SPECIFICATION – OFFICE ADMINISTRATOR		
EDUCATION & TRAINING	ESSENTIAL	DESIRABLE
NVQ 2 or equivalent qualification or experience in Business Administration or other relevant discipline	*	
Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training.	*	
Possess or must be willing to train for the First Aid at Work or Emergency First Aid at Work qualification approved by the HSE as requested.	*	
KNOWLEDGE		
Previous working knowledge of SIMs database or similar		*
A sound knowledge of a range of computer applications including a high level knowledge of MS Office	*	
Ability to create and analyse complex data	*	
Knowledge of relevant policies, legislation and codes of practice	*	
EXPERIENCE		
Previous experience of administrative computer systems	*	
Previous experience of working within an educational setting		*

Previous experience of working within a busy office environment.	*	
Significant experience of administrative processes	*	
PROFESSIONAL SKILLS		
Excellent communication and interpersonal skills	*	
Ability to communicate with a wide range of audiences, including young people, other employees within the Academy and other academies within the trust, parents, LA, suppliers, clients, professional advisers and others	*	
Ability to work flexibly in a team situation whilst being able to prioritise, show initiative and work independently, ensuring key routine tasks are achieved within deadlines.	*	
Excellent organisational skills with a willingness to respond positively to changing circumstances.	*	
Good time management skills	*	
Good understanding of GDPR and how to work within this framework	*	
PERSONAL QUALITIES		
Confidence and independence to work using own initiative	*	
Assertive, enthusiastic, motivated and committed	*	
Ability to work as part of a team understanding Academy roles and responsibilities and your own position within these.	*	
Resilience and ability to build and maintains effective relationships with colleagues.	*	
To be professional and confidential with the ability to deal with complex student matters.	*	
Commitment to Equal Opportunities	*	
Willingness to work within the Christian framework of the Academy	*	
Suitability to work with children. Enhanced DBS check.	*	