**SEN Administrative Assistant – Job Description**

To support the SENCO and Learning Support department in all aspects of their administration

37 hours per week – 39 Weeks per year

Main Duties:

* All administrative and clerical duties needed to support the SENCO.
* To co-ordinate and administer the processing of termly and annual review procedures.
* To co-ordinate administration of pupil passports, EHCPs and distribute to all relevant parties.
* To co-ordinate and undertake general administration including arrangements for the identification, assessment and provision for all SEND pupils.
* Attend and take notes at meetings, produce and circulate minutes as necessary.
* Answering enquiries, typing, sending letters and reports to parents/outside agencies.
* Liaising with parents, the LA and other stakeholders as necessary.
* Ensuring all Annual Review paperwork is carried out and submitted on time, attend and take minutes at Annual Reviews.
* Update the SEN Register and other records.
* Carry out any other duties as directed by the Headteacher commensurate with the general level of responsibility of the post.
* Booking appointments.
* Assist with timetabling of support
* Assisting with the ordering of all books and equipment needed for the department.
* Assist and help set up for Open Evenings, Tours and Taster Days
* Manage up to date record keeping.