

Job Description and Person Specification

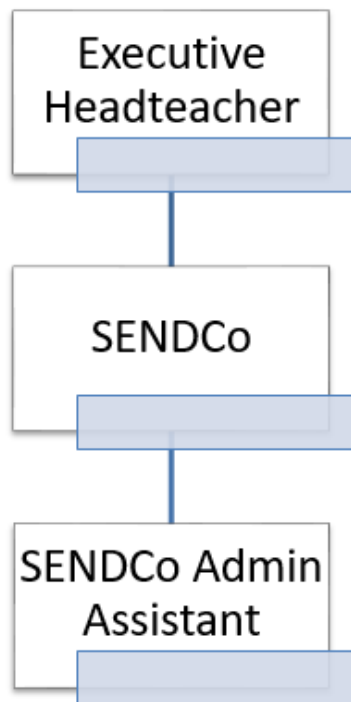
Job title	SEND Admin Assistant
School	John Rankin Schools
Salary grade	D
Work location	Across the federation
Reports to	SENDCo
Supervises	N/A

JOB PURPOSE

To provide administrative support to the SENDCo and Inclusion team, ensuring the efficient operation of all processes related to Special Educational Needs (SEN) within the school. The role involves maintaining accurate records, coordinating communications, and assisting with the implementation of SEN strategies to support students with additional needs.

This job falls within the definition of regulated activity and therefore would be subject to an Enhanced DBS with barred list check.

STRUCTURE CHART



MAIN DUTIES AND RESPONSIBILITIES

Administrative Support:

- Provide general administrative assistance to the SENDCo, including drafting correspondence, filing and photocopying.
- Assist with the preparation of documents for meetings, reports, and parent communications.
- Support the preparation of Education, Health, and Care Plans (EHCPs), annual review and referral paperwork.
- Maintain electronic files for all SEND students, ensuring reports are saved correctly

Communication:

- Act as the first point of contact for SEND-related queries from parents, staff, and external agencies.
- Schedule meetings, including parent-teacher meetings and those with external professionals, such as educational psychologists, speech and language therapists.
- Send out letters, emails, and other communications on behalf of the SENDCo.

Organisational Support:

- Assist with organising SEND-related training sessions for staff.
- Support the SENDCo in organising events, such as parent workshops.
- Help manage resources and materials for SEND interventions.

General Duties:

- Attend relevant training and development opportunities to enhance skills and knowledge.
- Provide occasional support to other administrative areas of the school as needed.
- Undertake other duties as directed by the SENDCo or Senior Leadership Team.
- Promote the welfare of children and support the school in safeguarding children through relevant policies and procedures
- Promote equality as an integral part of the role, treating everyone with fairness and dignity.
- Comply with school health and safety policies, procedures and rules, taking reasonable care of self and others.

SCOPE (impact on/control of resources, people, money etc)

This role has no budgetary responsibility and no line management responsibility.

Delete the examples (blue italic type) before completing this section

PERSON SPECIFICATION	Essential/ Desirable
Qualifications	
GCSE grade C in English, Maths and ICT or equivalent	Essential
Experience of working in an office environment	Essential
Experience	
Experience in a school setting or working with children with SEND.	Essential
Familiarity with school management systems (e.g., SIMS)	Desirable
Experience with EHCP processes and annual reviews.	Desirable
Knowledge and understanding	
Understanding of child protection, safeguarding and bullying issues and able to demonstrate understanding of own accountabilities	Essential
Understanding of SEND legislation, including the SEND Code of Practice.	Desirable
Knowledge of safeguarding and child protection protocols.	Essential
Skills and abilities	
Ability to use Outlook, and a web browser to access information	Essential
Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc)	Essential
Strong administrative and organisational skills, with a high level of accuracy and attention to detail.	Essential
Excellent communication skills, both written and verbal.	Essential
Ability to handle sensitive information with discretion and maintain confidentiality.	Essential
Work-related personal qualities	
Commitment to undertake work-related training as required	Essential
Ability to establish and develop positive relationships with all members of the organisation	Essential
Ability to work as part of a team	Essential
Strong interpersonal skills, with the ability to work effectively as part of a team.	Essential
Other work-related requirements	
This role has been identified as public facing in accordance with part 7 of the Immigration Act 2016 and therefore the ability to fulfil all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post	Essential