

Job Description

POST TITLE:	Special Needs, Attendance and Student Support Clerk
GRADE:	Grade F (SCP 7-8)
HOURS:	37 hours per week TTO + 5 Days (Pending Job Evaluation)
RESPONSIBLE TO:	SENDCo

JOB PURPOSE: Under the guidance of the SENDCo, be responsible for providing a SEND administrative and clerical service to the SEND Support Team, including supporting attendance, student reception, first aid and medication administration systems.

Organisation

- Undertake SEND calendared administrative duties in line with statutory deadlines.
- Coordinate the SEND team diary, events and courses.
- Support arrangements for guest visitors including parents and external parties.
- Under the direction of SEND leads, organise, coordinate and prepare documentation for SEND review meetings.
- Clerk SEND meetings in terms of minutes and prepare supporting documentation.
- Handle stakeholder enquiries from parents, staff, visitors and other agencies with discretion and professionalism; directing queries to others where required.
- Organise transport and visits for SEND students where required.
- Support the administration of SEND transition information, including Year 6 transition, in-year admissions and leavers.
- Support the administration of exam access arrangement records and evidence, under the direction of the SENDCo and Exams Officer.

Administration & Attendance

- Provide clerical administrative support within and beyond the SEND team eg. photocopying, filing, completion of SEND paperwork, responding to routine correspondence.
- Maintain manual and computerised records/management information systems.
- Produce lists/information/data as required.
- Take notes at meetings.
- Undertake administrative procedures.
- Maintain and collate student SEND reports and files.
- Proof read and verify Individual Education Plans, student profiles and SEND documentation before circulation to staff.
- Support in maintaining school attendance records in line with DfE statutory guidance.
- Support in attendance administration, including absence reporting, first response calls and leave of absence requests.
- Work with the Attendance Champion in producing appropriate documentation for attendance support processes.
- Maintain records of SEND interventions, provision maps and student support plans as required.
- Support Student Reception, including student response, illness procedures, parent/carers contact and administration of culture/behaviour systems.
- Lead on first aid and medication administration records, including logging, tracking, stock checks, expiry dates and routine parent/carers communication.

Resources

- Operate relevant equipment/IT packages (e.g. Microsoft Office / Google Workspaces).
- Maintain SEND supplies, cataloguing and distributing as required.
- Maintain first aid and medication supplies, cataloguing and distributing as required.
- Provide advice and guidance to staff, students and professionals on behalf of SENDCo

Safeguarding

- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
- To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment.
- To maintain confidentiality and follow school procedures when handling SEND, medical, attendance and student support information.
- The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Person Specification

POST TITLE: Special Needs, Attendance and Student Support Clerk

	Essential	Desirable
QUALIFICATIONS/ TRAINING	<ul style="list-style-type: none"> ● Minimum GCSE English and Maths or equivalent. ● Willingness to participate in training and development opportunities. 	<ul style="list-style-type: none"> ● Training in the use of school information systems. ● First aid training. ● Training in SEND, attendance or medical administration systems.
EXPERIENCE	<ul style="list-style-type: none"> ● General clerical, administrative and financial experience. ● Experience of working as part of a team. Experience of maintaining accurate records and working to deadlines. ● Experience of handling confidential information. 	<ul style="list-style-type: none"> ● Experience of working in an educational environment. ● Experience of working with management information systems (MIS) and/or databases. ● Experience of SEND, attendance, first aid, medical or student support administration.
SKILLS/KNOWLEDGE	<ul style="list-style-type: none"> ● Excellent interpersonal and team work skills with the ability to communicate effectively with staff, students, parents and external agencies. ● Excellent communication (written and oral) skills. ● Good planning and organisational skills and flexible approach to the management of work. ● Effective use of ICT in particular all elements of Microsoft Office and other relevant computer software, e.g. Arbor, internet, Google Drive and email. ● Produce work of a high standard, with accuracy and attention to detail and take accurate notes and minutes. ● Ability to proof read and check documents for accuracy, consistency and clarity. ● Ability to work as part of a team and on own initiative and with resilience in a busy and sometimes demanding environment. ● Knowledge of Special Educational Needs terminology. Understanding of DfE attendance guidance. ● Understanding of confidentiality and data protection in a school setting. 	<ul style="list-style-type: none"> ● Knowledge of EHCP processes and annual reviews. ● Knowledge of first aid and medication administration systems. ● Knowledge of exam access arrangement administration.
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> ● Friendly and approachable manner. ● Self-motivated. ● Reliable and punctual. Flexible. ● Maintain confidentiality. Calm and professional under pressure. ● A commitment to working as part of the whole school team and supporting the vision and aims of the school. 	<ul style="list-style-type: none"> ● Ability to support improvements to administrative systems.