

Job Description

POST TITLE: Special Needs & Attendance Clerk

GRADE: Grade D SCP 4 37 hours per week TTO + 5 Days

RESPONSIBLE TO: Director of SEND

JOB PURPOSE:

Under the guidance of the Director of SEND, be responsible for providing SEND administrative and clerical service to the SEND Support Team.

Organisation

- Undertake SEND calendared administrative duties in line with statutory deadlines.
- Coordinate the SEND team diary, events and courses.
- Support in arrangements for guest visitors including parents and external parties.
- Under the direction of SEND leads, organise and 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.

Administration & Attendance

- Provide clerical administrative support within and beyond the SEND team eg. Photocopying, filing, completion of SEND paperwork, respond 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
- 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.

Resources

- Operate relevant equipment/ IT packages (e.g. Microsoft Office / Google Workspaces)
- Maintain SEND supplies, cataloguing and distributing as required
- Provide advice and guidance to staff, students and professionals on behalf of Director of SEND
- Undertake financial administration eg. cost provisions

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.

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 Educational Needs Administrator

	Essential	Desirable
QUALIFICATION S/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
EXPERIENCE	<ul style="list-style-type: none"> • General clerical, administrative and financial • Experience of working as part of a team 	<ul style="list-style-type: none"> • Experience of working in an educational environment • Experience of working with management information systems (MIS) and/or databases
SKILLS/ KNOWLEDGE	<ul style="list-style-type: none"> • Excellent interpersonal and team work skills with the ability to enthuse and motivate others • 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 (training will be provided to for school specific software as necessary) • Produce work of a high standard, with accuracy and attention to detail and take accurate notes and minutes • Ability to work as part of a team and on own initiative and with resilience in a busy and sometimes demanding environment 	<ul style="list-style-type: none"> • Knowledge of Special Educational Needs terminology • Understanding of DfE attendance guidance.
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Friendly and approachable manner • Self-motivated • Reliable and punctual • Flexible • Maintain confidentiality • A commitment to working as part of the whole school team and supporting the vision and aims of the school 	