

Job Title	SEN Administrator
Job Type	Permanent
Job Hours	30 hours a week x 44.26 weeks a year
Pay Grade/scale	LBR4
Location	Newbridge School (Lower and Upper)
Responsible to	Heads of School via Office Manager

Job Purpose

To provide timely and efficient administrative support to the school leadership team for the pupil admissions consultation process, ensuring the process is kept to and meets all of the specified statutory deadlines.

To provide professional administrative support and co-ordination for pupil review meetings including the Education, Health and Care Plan (EHCP) process for the pupils and students of Newbridge School ensuring meetings are planned and well organised and all involved are informed, receive invitations and subsequent reports are produced and distributed in accordance with procedures.

This role involves prioritising work load effectively under pressure and coping with conflicting demands and interruptions in order to meet internal and external imposed deadlines.

Duties and Responsibilities

Consultation and Admissions Process

- To liaise with Heads of School regarding pupil consultations to ensure a smooth process and statutory timescales are adhered to.
- Develop a database to capture relevant information throughout the process including starters and leavers.
- to follow up all confirmed pupil placements with Heads of School for start dates.
- Regularly meet with Heads of School to reconcile pupil numbers and projections.
- Liaise with trust finance team for the recoupment of High Needs funding and the school office and data officer for admissions.
- To regularly review and update all pupils placed on assessment.
- Liaise with Data Officer for the accurate update and reconciliation of the pupil numbers to the Management Information System (MIS) including the identification of CLA, FSM, EAL etc. on admission.
- Liaise with local authorities re High Needs Funding agreements and recoupment for pupils placed in school.

EHCP Process

- Provide high quality administrative and secretarial support for the EHCP process, undertaking a diverse range of secretarial and administrative duties including taking minutes/notes where appropriate.
- To liaise with Heads of School in order to co-ordinate and set dates for pupil review meetings and distribute invites to all stakeholders including parent/carers, local authority SEN Teams and other professionals (i.e. Health and Social).
- Maintain a database for the management of the pupil SEN processes and associated actions.

- Co-ordinate pupil centred planning documents associated with the EHCPs for distribution to all internal and external stakeholders.
- Collate and distribute documents relating to EHCP process to all stakeholders in a confidential and timely manner.
- Ensure that all stakeholders are able to access the meeting to ensure full online or face to face access and participation including the booking of a translator.
- Distribute review meeting minutes to all stakeholders. Follow up with SEN Department for final updated EHCP and review with Heads of School any implications for changes in funding including recommendations for special equipment, therapies and services.
- Ensure relevant documentation is completed in line with SEN Code of Practice.
- With school leadership team, continue to develop and improve the EHCP process and give training/support on the same to other staff and other professionals where necessary.
- Provide cover to the office when necessary.

Responsibilities of all staff

- Promote the vision, and contribute to the overall aims and values of the school and trust and in so doing, support its leadership.
- Be aware of and comply with all trust and school policies and procedures e.g. relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be responsible for ensuring that personal and sensitive data processed within the school and trust is treated with confidentiality and kept secure and in line with Data Protection guidance including General Data Protection Regulations.
- Be aware of and support difference and ensure equal opportunities for all. To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings appropriate to your role.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Promote and ensure own health and safety, as well as that of colleagues, pupils and the public (in accordance with appropriate health and safety legislation) at all times. All employees should co-operate with leadership, follow established systems of work, use protective equipment where necessary and report defects and hazards in the appropriate way.
- Duties and responsibilities of the post may change over time as requirements and circumstances change.
- You must have an up-to-date Enhanced DBS Disclosure which the trust will apply for, on your behalf, if you are appointed to the role.
- Present a positive, professional and friendly disposition and personal image contributing to a welcoming school environment which supports equal opportunities for all.
- The trust is committed to Safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

Other duties

Ability to work across school sites.

Person Specification	
Applications will be assessed against the following, which are the minimum required for this post.	
Experience	<ul style="list-style-type: none"> Knowledge or experience of SEND or equivalent (Essential)
Qualifications/ Training	<ul style="list-style-type: none"> Good standard of education including – 5 GCSEs or equivalent including English and Maths (Essential) Very good numeracy/literacy skills (Essential) NVQ 3 or equivalent qualification (Desirable)
Knowledge/Skills	<p><u>Skills:</u></p> <ul style="list-style-type: none"> Excellent ICT skills. Proficient in the use of Microsoft Excel, Word, Outlook, PowerPoint, Internet Explorer and databases. (Essential) Ability to work in a highly organised and methodical manner. (Essential) Excellent numeracy/literacy skills; both written and oral. (Essential) Ability to compose routine correspondence appropriate to intended audience as well as ability to effectively take minutes of meetings. (Essential) Ability to work with the senior leadership team and to communicate effectively and confidentially with persons/stakeholders at all levels. (Essential) Ability to maintain confidentiality on all school matters. (Essential) High level of initiative and ability to work independently. (Essential) Ability to work pro-actively to achieve efficiency and effectiveness. (Essential) Ability to work effectively in a team and contribute to its success. (Essential) Good time management skills and the ability to prioritise work dealing effectively with conflicting priorities and deadlines. (Essential) Ability to remain calm, composed and flexible within a fast moving and pressurised environment. (Essential) Ability to work flexibly to attend meetings where necessary. (Essential) Willingness to participate in further training and development opportunities offered by the school to further knowledge. (Essential)