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| Job Title       | <b>SEND Administrator</b>                                                     |
| Job Type        | Permanent                                                                     |
| Job Hours       | 25 hours a week x 44.46 weeks a year                                          |
| Pay Grade/scale | OUTL4                                                                         |
| Location        | TBC                                                                           |
| Responsible to  | Trust Academy Principals/Provision Managers via the Astrum SEND Admin Manager |

### **Job Purpose**

To provide professional administrative support and co-ordination for pupil review meetings including the Education, Health and Care Plan (EHCP) process for the pupils of trust academies and provisions, 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.

To assist trust/academy leaders via the SEND Admin Manager in coordinating pupil consultations received from Local Authorities.

To provide timely and efficient administrative support to trust/academy leaders via the SEND Admin Manager for the pupil admissions consultation process, ensuring the process is kept to and meets all of the specified statutory deadlines.

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**

#### **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 SEND Admin Manager/ Academy Leadership Teams in order to co-ordinate and set dates for pupil review meetings and distribute invites to all stakeholders including parent/carers, local authority SEND Teams and other professionals (i.e. Health and Social).
- Maintain the database for the management of the pupil SEND processes and associated actions.
- To provide data to senior leaders and other professionals (E.g. Therapists, Trust Executive Team) in relation to the EHCP process.
- 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 an interpreter.
- Distribute review meeting minutes to all stakeholders. Follow up with SEND Team for the final updated EHCP and review with Academy Leadership Teams any implications for changes in funding including recommendations for special equipment, therapies and services.

- To liaise with local authority officers to ensure that recommended changes are up to date, accurate plans are in place and that newly drafted plans are shared with teachers and annual review chairs for final approval.
- Ensure relevant documentation is completed in line with SEND Code of Practice all of the specified statutory deadlines.
- Provide cover to the office when necessary.

### **Consultation and Admissions Process**

- Liaise with academy/trust leaders regarding pupil consultations to ensure a smooth process and statutory timescales are adhered to.
- Maintain databases to capture relevant information throughout the process including starters and leavers.
- Monitor incoming formal consultations, keeping records and ensuring that formal responses are provided by Academy Principal in accordance with statutory deadlines.
- Follow up all confirmed pupil placements with the Local Authority, academy leadership teams, academy office teams and Parent Liaison Officers (PLO), to enable them to begin the admission process and confirm start dates.
- Regularly meet with Academy Principals/Provision Managers along with the SEND Admin Manager to reconcile pupil numbers and projections.
- Liaise with local authorities re High Needs Funding agreements.
- To regularly review and update all pupils placed on assessment places.
- To provide support to the SEND Admin Manager as required.

### **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.

| <b>Person Specification</b>                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| Applications will be assessed against the following, which are the minimum required for this post. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Experience</b>                                                                                  | <ul style="list-style-type: none"> <li>• Excellent administrative skills including use office applications (Essential)</li> <li>• Knowledge or experience of SEND or equivalent (Desirable)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Qualifications/<br/>Training</b>                                                                | <ul style="list-style-type: none"> <li>• Good standard of education including – 5 GCSEs or equivalent including English and Maths (Essential)</li> <li>• Very good numeracy/literacy skills (Essential)</li> <li>• NVQ 3 or equivalent qualification (Desirable)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Knowledge/Skills</b>                                                                            | <p><b><u>Skills:</u></b></p> <ul style="list-style-type: none"> <li>• Excellent ICT skills. Proficient in the use of Microsoft Excel, Word, Outlook, PowerPoint, Internet Explorer and databases. (Essential)</li> <li>• Ability to work in a highly organised and methodical manner. (Essential)</li> <li>• Excellent numeracy/literacy skills; both written and oral. (Essential)</li> <li>• Ability to compose routine correspondence appropriate to intended audience as well as ability to effectively take minutes of meetings. (Essential)</li> <li>• Ability to work with the senior leadership team and to communicate effectively and confidentially with families/stakeholders at all levels. (Essential)</li> <li>• Ability to maintain confidentiality on all school matters. (Essential)</li> <li>• High level of initiative and ability to work independently. (Essential)</li> <li>• Ability to work pro-actively to achieve efficiency and effectiveness. (Essential)</li> <li>• Have good working knowledge of SEN code of practice, keeping abreast of statutory changes and or new ways of working. (Desirable)</li> <li>• Good time management skills and the ability to prioritise work dealing effectively with conflicting priorities and deadlines. (Essential)</li> <li>• Ability to remain calm, composed and flexible within a fast moving and pressurised environment. (Essential)</li> </ul> |

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|  | <ul style="list-style-type: none"><li>• Ability to work flexibly to attend meetings where necessary. (Essential)</li><li>• Willingness to participate in further training and development opportunities offered by the school to further knowledge. (Essential)</li></ul> |
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