

JOB DESCRIPTION

All about the child



Post Title: SEND Administrator

Grade: HET Poole Grade C

Accountable to: SENCO

Place of Work: Talbot Primary School

FTE: 0.46

20 hours weekly, term time only

Role Remit:

- Provides essential admin support to our SEND team
- Assist in the day-to-day organisation, operation and provision within the SEND area.

Key Responsibilities:

General

- To support the school SENCO through efficient scheduling of meetings, reviews and deadlines for statutory paperwork
- Supporting the SEND department through completion of a wide variety of administration tasks
- Monitoring and responding to the SEN email-inbox, including scanning of documents onto EDukey (school SEN system)
- Ensuring statutory paperwork for Annual Reviews, EHCNAs, Consultations etc is completed and dispatched within given deadlines.
- Ensuring confidentiality and the keeping of data in line with trust data protection
- Assisting with costed provision maps
- Meeting with parents to capture their input on paediatric referrals
- Liaising with staff, students and parents and outside agencies
- Arranging and overseeing external and multi-agency meetings

- Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- Comply with all decisions, policies and standing orders of the school and Hamwic Education Trust; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the General Data Protection Regulations.
- Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure, and to meeting the outcomes of Keeping Children Safe in Education (KCSiE).

Knowledge and Skills:

- Good organisational and communication skills. Excellent customer care skills and a good telephone manner.
- Awareness of school policies on the provision of personal information, security, GDPR, emergency and Health and Safety procedures.
- Ability to use school technology software including Bromcom and EDukey, and telephone and email systems.

Creativity and Innovation:

- Ability to prioritise work, especially at busy times.
- The post holder must have the ability to deal with a wide range of people, and be able to handle their inquiries in a sensitive and confidential manner and in a way which supports the ethos of the school.

Work Environment:

- Work subject to interruptions to the programme of tasks but not involving any significant change to the programme.
- Work requiring normal physical effort and is performed in a heated, lit and ventilated indoor environment.

Other Duties:

At an appropriate level, according to the job role, grade and training received, all employees in the Trust are expected to:

- Support the aims, values, mission and ethos of the Trust and participate to the team approach of the Trust
- Attend and contribute to staff meetings and training days as required, and identify areas of personal practice and experience to develop
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/academy and keep confidences appropriately
- The post holder at all times, whether or not in the employ of our schools or Trust and except where such information is in the public domain maintain the strictest secrecy with regard to

the business affairs of our schools or Trust and its customers/stakeholders, products and product lists

- Be aware of health and safety issues and act in accordance with the Health and Safety Policy
- To liaise with other staff, contractors and outside agencies/organisations as appropriate

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar, and they have appropriate qualifications or received appropriate training to carry out these duties.

Manager Signature:

Employee Signature:

Date:



Our Managed Service Team have identified the traits above that they feel any Hamwic employee should have, with professionalism, honesty, emotional intelligence and commitment being the top traits.

Qualifications:

- 5 GCSE's with a minimum grade C (4) or above in English and Mathematics, or equivalent qualifications or relevant experience

Knowledge and Skills:

Essential:

- The post requires a high degree of interpersonal, organisation and communication skills including initiative, flexibility, diplomacy and discretion together with a friendly, professional approach
- Knowledge and experience of Microsoft Office programs with relevant experience of office work
- Good telephone manner
- Accurate written communication skills
- Be able to multi-task, prioritise and work under pressure
- Ability to work as part of a team

Desirable:

- Experience of working in a school setting
- Knowledge of Special Educational Needs processes
- Experience in using Bromcom