

Grade:	Dorset Grade 8
Accountable to:	SENDCo
Place of Work:	Lytchett Matravers Primary School & Preschool
Hours:	13 hours per week – Two days per week – Term Time only

Role Remit:

The SEND Admin Assistant plays a key role in supporting the SENDCo and SLT with the efficient delivery of SEND provision across the school. This includes managing all operational and administrative processes to ensure pupils with special educational needs and disabilities receive high-quality support. The role also involves maintaining accurate and compliant records and systems to ensure the schools SEND records are up to date.

Main Responsibilities:

1. Record Management:

- Maintain accurate and up-to-date SEND documentation, including the SEND register, in line with guidance from the SENDCo
- Create and maintain an efficient filing system, organised in line with the SEND code of practice recommendations, which can be readily accessed by the SENDCo/SLT and other relevant bodies.
- Ensure all SEND files comply with data protection regulations.
- Manage records for internal and external referrals (e.g. Behaviour Practitioner, Speech & Language, CAMHS, HAMWIC Inclusion Team), and submit reports to the local authority as required.
- Maintain files for access arrangements for pupils entering statutory tests.
- Complete referrals to external agencies and following any external agency visits, update the SEND system with relevant information and reports, ensuring receipt of reports
- Manage and monitor the SEND Mapping Tool, ensuring completion and review of SEND Passports, ILPs, and provisions by relevant members of staff.
- Ensure secure disposal of confidential waste.

2. Administrative Support:

- Provide daily administrative support, including managing email correspondence, to the SENDCo and SLT, as required
- Manage an electronic diary for Annual Reviews and Professional meetings
- Handle sensitive telephone enquiries, record messages and log calls, and ensure timely communication with relevant staff.
- Attend meetings such as Annual Review Meetings, take minutes and prepare documents for each person present.
- Develop a working system to ensure the smooth running of annual reviews.
- Collate and support EHCP implementation in line with the 'assess, plan, do' review model outlined in the SEND Code of Practice.

- Under the direction of the SENDCo, collate and prepare documentation relating to assessments, statements and referrals to other agencies.
- Complete administrative tasks in relation to school's SEND Mapping Tool.
- Collate SEND statistical returns as required.

3. Financial Management:

- Support the SENDCo to complete and return top up funding information to the local authority, ensuring it is sent within the deadline, communicating any income to the Finance Officer.
- Monitor departmental stock within agreed budget, and process orders ensuring goods are received and are correct.

4. Planning and Preparation:

- Support SENDCo to organise and manage Annual Reviews of EHCP's.
- Collect and analyse pupil data to inform SEND approach.

5. Stakeholder engagement:

- Liaise with parents / carers to ensure attendance relevant meeting.
- Organise parent communications, newsletters, information events and coffee mornings.

Other Duties:

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

- Support the vision, ethos and strategic aims of HET and participate to the one team approach, All About the Child and What About Sam?
- 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 HET and except where such information is in the public domain maintain the strictest secrecy with regard to the business affairs of our schools or HET 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:

Specification Area	Description	Essential (E) / Desirable (D)
Skills, Knowledge & Aptitude	Proficient in the use of Microsoft Excel, PowerPoint, Word and Teams to a good standard	E
	Ability to use a Management Information System (MIS), such as Bromcom.	E
	A good understanding of the SEND landscape within education and any relevant legislation	E
	Awareness of safeguarding and child protection	E
	Strong communication skills both verbal and written, with the ability to be able to receive and convey important information with a variety of stakeholders	E
	Ability to build and maintain strong relationships with colleagues and stakeholders in a friendly and approachable manner.	E
	Ability to work in a team	E
	A proven ability to plan, prioritise and organise own work effectively in a busy environment and manage conflicting demands	E
	Ability to work proactively and flexibly, adapting to multiple and changing priorities	E
	Professional approach to work with the ability to act with diplomacy and discretion in sensitive situations, using own judgement	E
	An eye for detail and a thorough approach to work	E
	Eager to learn and complete professional development	E
	Good time management and organisational skills	E
	Qualifications & Training	GCSE's 9-4 / A*-C including maths and English
A-Levels or equivalent		E
Experience	Experience of working within an administrative role	E
	Experience in undertaking varied administrative tasks	E
	Working in an educational setting with SEND students.	E
Personal Attributes	Positive, optimistic, and professional	E
	Professional integrity and confidentiality	E
	Sense of accountability	E
	Commitment to continuous improvement	E
	Emotional resilience and the ability to remain calm and focused under pressure	E