

Job Description

Job Title	SEND Administrator
Grade	F
Responsible To	SENCO, Principal
Staff Managed	None
Job Family	Administration
Job Purpose	To provide a professional, efficient, and confidential administrative support service to the SENCO and SEND team. The post holder will support the effective coordination and administration of the school's SEND provision, ensuring that statutory processes are completed accurately and within required timescales, and that the school's SEND provision is supported in accordance with the SEND Code of Practice and Trust policies.
Job Context	To work within a busy school environment providing specialist administrative support to the SENCO and SEND team. The post holder is responsible for coordinating a range of SEND administrative processes, maintaining accurate and confidential records, liaising with parents/carers and external agencies, liaising with the wider school body, and supporting statutory SEND & JCQ processes.
Accountabilities / Main Responsibilities	
Operational Issues	● Provide comprehensive administrative support to the SENCO and SEND team, ensuring effective day-to-day operation of the school's SEND provision ● Maintain accurate and up-to-date SEND records, ensuring all documentation is complete, confidential, and compliant with statutory requirements ● Support the maintenance of the school's SEND Register and provision records under the direction of the SENCO ● Coordinate the administration of Education, Health and Care Plan (EHCP) processes, including arranging meetings, preparing documentation, gathering professional advice, monitoring statutory timescales and submitting documentation to the Local Authority as directed by the SENCO ● Coordinate the Annual Review process for pupils with EHCPs, including arranging meetings, issuing invitations, collating reports, recording outcomes, producing minutes where required, and ensuring statutory documentation is completed and submitted within required deadlines ● Maintain accurate records of interventions, support programmes, and SEND provision, ensuring information is available to support monitoring and reporting ● Assist the SENCO in monitoring statutory deadlines and maintaining compliance with the SEND Code of Practice and relevant legislation ● Support the administration of examination access arrangements in conjunction with the SENCO and Exams & Data Manager ● Prepare reports and data summaries relating to SEND, to support school leaders ● Provide administrative support for SEND meetings, including arranging appointments, preparing documentation, taking minutes, and following up agreed actions ● Respond to routine enquiries relating to SEND, referring complex or sensitive matters to the SENCO as appropriate ● Undertake general administrative duties as required, including correspondence, filing, scanning, photocopying, and maintaining records ● Assist the SENCO with the administration of all Access Arrangement paperwork as and when appropriate
Communications	● Communicate effectively with pupils, parents/carers, staff, and external agencies ● Act as a point of contact for routine SEND enquiries, providing professional and courteous support while maintaining confidentiality ● Support communication between the SENCO, staff, and external professionals to ensure appropriate information sharing

Partnership or Corporate Working	● Liaise with Local Authority officers and external professionals including educational psychologists, health professionals, and other agencies to coordinate meetings, documentation, and support for pupils ● Support the administration of SEND referrals, assessments, consultations, and transition arrangements, including liaison with feeder settings, receiving schools, and Local Authority officers where appropriate
Skills Development	● Attend staff meetings, training days, and relevant SEND meetings as agreed
Safeguarding	● To be committed to safeguarding and to promote the welfare of children, young people and adults, raising concerns as appropriate. ● Maintain confidentiality as appropriate. ● Have an awareness and knowledge where appropriate of the most recent safeguarding legislation.
Systems and Information	● Maintain accurate records relating to pupils with SEND ● Produce reports and analyse data to support the monitoring of SEND provision and statutory compliance ● Ensure information is shared appropriately, accurately, and securely in accordance with Trust policies
Planning and Organising	● Assist with the preparation of documentation for inspections, audits, reviews, and quality assurance activities relating to SEND
Data Protection	● To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality ● Know about data protection issues in the context of your role
Health and Safety	● Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. ● To work with colleagues and others to maintain health, safety and welfare within the working environment
Equalities	● We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities ● Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement ● Develop your own understanding of equality issues
Flexibility	● Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances ● Reasonable additional duties commensurate with the grading of the job role may be requested from your line manager ● Permanent & significant changes would be subject to consultation. All staff are required to comply with Policies and Procedures
Customer Service	● The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment ● The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values ● Understand your own role and its limits, and the importance of providing care or support

Person Specification

Job Title	SEND Administrator	
Grade	F	
Responsible To	SENCO, Principal	
Staff Managed	None	
Job Family	Administration	
Essential		Desirable (if not attained, development may be provided for successful candidate)
Knowledge		
- Knowledge of administrative procedures and office systems - Understanding of confidentiality, information governance, and data protection		- Knowledge of SEND legislation, the SEND Code of Practice and Education, Health and Care Plans (EHCPs) and JCQ regulation for Access Arrangements - Understanding of school management information systems
Experience		
- Experience of working in an administrative role - Experience of producing accurate records, reports, and correspondence		- Experience of working within a school or educational environment - Experience of supporting SEND administration or statutory processes - Experience of liaising with parents, Local Authorities and external agencies
Occupational Skills		
- Excellent organisational and administrative skills - Excellent written and verbal communication skills - High level of accuracy and attention to detail - Ability to prioritise workload and meet competing deadlines - Good numeracy and literacy skills - Ability to maintain confidentiality and deal sensitively with personal information - Ability to work independently and as part of a team - Ability to analyse information and produce reports		Experience of monitoring statutory deadlines and coordinating complex administrative processes
Qualifications		
Literacy and Numeracy qualification (Level 2 or equivalent)		- Relevant SEND or administration qualification - Appropriate first aid training (<i>dependant on the school's needs</i>)
Other Requirements		
- Enhanced DBS clearance - To be committed to the school's policies and ethos - To be committed to Continuing Professional Development - Motivation to work with children and young people		