



JOB PROFILE

Job Title:	SEND Administrator
Hours per week/ Weeks per year	30 hours per week/38 weeks per year
Times of work:	To be agreed - Monday to Friday
Surrey Pay Grade:	S4 £25,052 - £26,825 FTE £17,424.82 - £18,658.02 actual
Responsible for:	Contributing to the quality of the SEND support in pursuit of our vision of a school 'Committed to Excellence'
Line Manager :	SENCO

Key Accountabilities:

- SEND Administration

Key Tasks:

- SEND Administration
- Provide administrative support to the SENDCO as required to ensure the effective functioning of the SEND office;
- Maintain the SENDCO inbox, ensuring timely monitoring, prioritisation, and appropriate triage of all correspondence;
- Maintaining and updating all SEND registers and student files on Bromcom to ensure accurate recording and retrieval of information;
- Arranging annual review meetings for the EHCP students by liaising with outside professionals, school staff and parents to ensure associated administration is efficient and effective; preparing documents, recording reports and sending to parents;
- Working with the SENCO and Exams Officer to administer and plan Exam Access Arrangements;
- Maintain accurate paper and electronic copies of SEND files for all SEND students and those who are not on the Code of Practice;
- Recording SEND events and provision on Bromcom (including parental meetings and enquiries);
- Prepare all referral paperwork as required;
- Contact curriculum departments and individuals to request information e.g. up to date information;
- Liaising with the SENDCo to keep up to date copies of Student Passports accessible to teaching staff and teaching assistants;
- Ensure that Bromcom and SEND register mirror each other;
- Triage all SEND / Inclusion queries for delegation;
- Providing reports such as SEND intervention summaries and behaviour logs as required;
- SEND Filing;

- Auditing Bromcom SEND data

General administrative duties as directed

Thamesmead School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to demonstrably share this commitment. Any successful applicant will be required to undertake a Disclosure check by the Criminal Records Bureau at an appropriate level for this post.