



JOB DESCRIPTION

JOB TITLE	SEND Administrator/ EHCP Co-ordinator
PUBLICATION DATE	June 2026
POSTHOLDER'S SIGNATURE	
AUTHORISING OFFICER'S SIGNATURE	
REVIEWER	
REVIEW DATE	
STATUS	
SALARY	H4.1

RESPONSIBLE TO:

Headteacher and on a day-to-day basis the SENCO

MAIN RESPONSIBILITIES

It is a responsibility of all staff to safeguard the welfare and rights both of students and colleagues. Staff should be conscious of their actions and their words and the impression and impact this may have. At Nobel we show respect to all regardless of gender, race, ethnicity, religion, orientation or age.

JOB PURPOSE

To provide professional, confidential, administrative support for the SENDCo and SEND Team and to support the inclusive nature of the school to enable all students to thrive and meet their full potential.

PARTICULAR DUTIES AND RESPONSIBILITIES

- An EHCP Coordinator has a variety of responsibilities that ensure the smooth operation of the EHCP process. These responsibilities are critical to the successful delivery of SEND support across schools and local authorities.
- Managing and coordinating the EHCP process including initial assessments and consultations, provision mapping, annual reviews, evidence gathering and liaising with internal and external professionals and parents, whilst having regard to the SEND Code of Practice.
- Ensuring the needs of all students with EHCPs are met and they are supported to make good progress.
- Coordinating and monitoring provision for students with EHCPs.
- Liaising with Local Authorities, school staff, external professionals, parents, and students and stakeholders to gather input and ensure that the student's EHCP is comprehensive and personalised as required.
- Offering practical support and advice to staff, enabling them to offer high quality provision and support to EHCP students.
- Conducting EHCP Reviews: Coordinating the annual review process to ensure that EHCPs remain relevant, up-to-date, and reflect the student's evolving needs.
- Ensuring Legal Compliance: Ensuring that the EHCP process follows the legal guidelines outlined in the Children and Families Act 2014 and the SEND Code of Practice.
- Providing Advice and Support: Advising families and schools on the EHCP process, helping them understand their rights and responsibilities.

Key Tasks of an EHCP Coordinator ▲

- An EHCP Coordinator's day-to-day tasks revolve around managing the various stages of the EHCP process and ensuring all involved parties are aligned and informed.

- **Organising Multi-Disciplinary Meetings:** Coordinating meetings with professionals from education, health, and care sectors to discuss the student's needs and ensure holistic support.
- **Maintaining Accurate Records:** Keeping comprehensive records of each EHCP, including notes from meetings, assessments, and correspondence with stakeholders.
- **Conducting Needs Assessments:** Carrying out or commissioning assessments to determine whether a child or young person qualifies for an EHCP.
- **Monitoring Progress:** Tracking the progress of students with EHCPs to ensure that their support is effective and making necessary adjustments where required.
- **Work collaboratively with the SEND administrator** to manage a high-volume workload, supporting the administration of SEND and EHCP processes.
- **Undertake SEND administrative duties** and provide operational cover for the SEND department when required.
- **Assist the SENCO** in establishing, organising and maintaining effective and accurate SEN pupil record

NOTES:

The post is 37 hours per week term-time only, plus two INSET days and 10 additional days.

Indicative working hours: 8:00am - 4.00pm

Person Specification: SEND Administrator/ EHCP Co-ordinator

Essential	Desirable
SKILLS AND EXPERIENCE	
GCSE Maths/English minimum grade C, or equivalent.	Evidence of further study
Good IT skills (document formatting in MS Word; knowledge of basic formulas in Excel)	Understanding of SEND Code of Practice and the Equality Act 2015
Dependability and very good organisational skills.	Awareness of keeping children safe, healthy lifestyles and good mental health
Strong verbal written communication skills.	Knowledge of General Data Protection Regulations
Ability to maintain a high work rate and manage multiple tasks and priorities	Relevant SEND or special educational needs administration training
Experience of working to deadlines in a busy office environment	Experience supporting a SENCO or SEND team with administrative tasks
PERSONAL QUALITIES	
Collegiate and supportive approach to working in a team.	Perseverance.
Ability to respond calmly and courteously in the face of challenge.	
Ability to establish good relationships with pupils, parents and staff.	
Commitment to the success of our students.	
Enthusiasm and good sense of humour.	
Professional discretion.	
Flexibility.	