

Job Description: SEND Administrator

Responsible to:	SENCO
Job Type:	Fixed Term until 31 August 2027
Grade:	6
Hours per week:	18.5
Working weeks:	38
Location	Larkmead

Context

To undertake general administration tasks within the Larkmead School Learning Support Department, in support of the school's commitment to inclusive teaching and learning.

Assist the SENCO and Learning Support Team in the statutory processes for students with Special Educational Needs, including Education, Health and Care Plans (EHCPs).

Key Responsibilities and Activities:

- Be prepared to contribute towards the electronic recording of administrative processes and procedures.
- Contribute towards continual improvement to existing administrative procedures.
- Liaise with parents, staff, alternative providers and county representatives.
- Coordinate the administration for alternative provision.
- Contribute towards the orderly and secure processing and storage of SEND files.
- Liaise with SENCO and HLTA in the case of Learning Support staff sickness.
- Keep SEND and intervention tracking sheets up to date.
- Contact site and IT team for arising issues.
- Communicate with parents to share SEND pupil profiles and liaise with relevant member of staff regarding any necessary adjustments.
- Liaise with IT and HR as necessary.
- Participate in specific training and personal development as required.
- Meet with line manager to undertake annual performance management.
- Be familiar with the school's policies and procedures (on school website).
- Communicate matters of concern relating to health, safety or welfare to the SENCO.

The list of duties in your job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

¹ Cambrian Learning Trust (CLT) Employees are predominantly based at one location but may be required from time to time to work at another school within the MAT. A full list of schools within CLT can be found at <https://cambrianlearningtrust.org>

Qualifications and Experience

Qualities	Essential/Desirable
<p>Experience</p> <p>Working in a school environment</p> <p>Working in administration in an office environment</p> <p>Dealing effectively with other (internal and external) agencies</p> <p>Dealing diplomatically, tactfully and sensitively with people in difficult situations</p>	<p>D</p> <p>E</p> <p>E</p> <p>E</p>
<p>Qualifications & Training</p> <p>Minimum of Grade C GCSE in Maths and English (or equivalent qualifications which sufficiently demonstrate the numeric and written skills required).</p> <p>Evidence of further personal and professional development</p>	<p>E</p> <p>D</p>
<p>Knowledge & Skills</p> <p>Excellent working knowledge of IT including Microsoft Office</p> <p>Ability to maintain a high degree of confidentiality and to use discretion in dealing with sensitive information.</p> <p>An understanding of school SEN systems and processes is desirable.</p> <p>A willingness to learn about school SEN systems and processes is essential.</p> <p>Understanding of relevant policies/codes of practice and awareness of relevant legislation.</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities</p> <p>Ability to relate well to children and adults</p> <p>Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</p> <p>Experience of dealing with confidential information in a discreet and sensitive manner.</p> <p>Able to work under pressure and to deadlines</p> <p>Flexibility and patience</p> <p>Commitment, enthusiasm and energy</p>	<p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

Larkmead school and The Cambrian Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism. We expect all staff and volunteers to share in this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory "Disclosure and Barring Service (DBS) Enhanced Check. Shortlisted candidates will be subject to online searches for publicly available information. The Trust is an equal opportunities employer, and we welcome applications from a range of backgrounds to represent diversity in line with our schools' community.

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