Job Description

Post Title: **SEND Administrator**

Location: **George Spencer Academy**

Salary/Pay Range: **NJC2 – NJC6**

Hours of work: *2 days permanent*

Reporting to: **SENCO/Assistant SENCO**

Purpose of Role

- Provide effective administrative and organisational support to the SEND provision, ensuring statutory duties are met, information is accurate and up to date, and communication between school, families, and external professionals is efficient and compliant.

- Lead, coordinate, and quality-assure all aspects of Exam Access Arrangements (EAA) across the Academy, ensuring compliance with JCQ regulations, robust evidence, and accurate record-keeping.

- Work collaboratively with the Inclusion Team to support effective provision for students with additional needs, and liaise with staff, families, and the Examinations Officer to ensure arrangements are implemented effectively.

Nature and Scope

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

Main Duties and Responsibilities

Specific responsibilities include:

Exam Access Arrangements (EAA) Coordination
- Lead the full EAA process in line with JCQ guidelines.
- Maintain up-to-date knowledge of annual JCQ updates and ensure school-wide compliance.
- Develop and manage a yearly EAA calendar, including screening, testing windows, deadlines, and submission dates.
- Collaborate with SENCO, Deputy SENCO, and Exams Officer to implement arrangements for mocks and external exams.
- Manage secure storage, organisation, and submission of all JCQ documentation and evidence trails.

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Assessment and Evidence Gathering
- Work with teaching staff to gather high-quality teacher evidence of normal way of working.
- Triangulate assessment outcomes, teacher reports, and observational evidence to inform eligibility decisions.
- Maintain accurate, confidential records of test scores, eligibility decisions, and follow-up actions.
- Ensure all evidence meets JCQ inspection standards.

Student Support and Preparation
- Ensure students understand and can use their exam arrangements effectively.
- Collaborate with curriculum and pastoral teams to embed arrangements in normal classroom practice.

SEND Administration and Statutory Support (Additional Duties)
- Maintain accurate and up-to-date SEND records on the school MIS, including SEN registers, provision maps, and individual support records.
- Support the SENCO and Deputy SENCO with administrative aspects of EHCPs, including documentation, reviews, amendments, and deadline tracking.
- Support referrals to external agencies by collating evidence, completing documentation, and tracking outcomes.
- Manage SEND-related correspondence with families, local authorities, and professionals, ensuring confidentiality and professionalism at all times.

Collaboration and Communication
- Act as key link between Inclusion, Exams, teaching staff, senior leaders, and families.
- Communicate clearly with families regarding processes, deadlines, and expectations.
- Attend relevant team meetings, parental meetings, and annual reviews as required.

Compliance and Quality Assurance
- Ensure all processes are fully audit-proof in line with JCQ inspection requirements.
- Lead internal audits of EAA files and support external inspections.

Additional Inclusion Duties
- Support Inclusion Team with administrative tasks, SEND data management, and student-facing provision.
- Contribute to transition processes for students requiring assessments or continuation of arrangements.
- Support the Academy's wider inclusion priorities as appropriate to the role's grade.

General
- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
- Participate in the Trust Professional Performance Review process and undertake professional development as required.
- Adhere to all internal and external deadlines.

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- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post-holder may be required to carry out other duties as required by the Trust.

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Name

Signature

Date

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Person Specification

	Essential	Desirable
Qualifications and experience		
Knowledge and skills		
Personal qualities		
Excellent interpersonal skills with the ability to maintain strict confidentiality	☐ ☐	
Initiative and ability to prioritise own work and that of others to meet deadlines	☐ ☐	
Efficient and meticulous in organisation	☐	
Able to follow direction and work in collaboration with the leadership team	☐ ☐	
Able to work flexibly, adopt a hands-on approach and respond to unplanned situations	☐	
Ability to evaluate own development needs and those of others and to address them	☐	
Commitment to the highest standards of child protection and safeguarding	☐ ☐	
Recognition of the importance of personal responsibility for health and safety		
Commitment to the Trust's ethos, aims and whole community.		

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