

JOB DESCRIPTION

Job Title:	EHCP Administrator
NJC Spine points:	14-19
Responsible to:	School Business Manager
Responsible for:	None

Job Purpose – Administrator/EHCP Plans

Our administrative officer is a key member of the school's support staff team. They are part of a team responsible for ensuring there is efficient, effective organisation and administration of school business processes, procedures, and policies. They are responsible for supporting their team to deliver the best possible service to all stakeholders to facilitate efficient and effective service and teaching and learning across the school.

The Administrative team are the main and first point of contact for visitors/callers to the school and as such are pivotal in projecting the schools positive, welcoming ethos and values. They are therefore expected to demonstrate exemplary service and a can-do approach to both internal and external customers.

A key part of the administration officer's role will be to coordinate students' Annual Reviews including creating a schedule of review meetings, preparing paperwork, coordinating the meeting ensuring all relevant parties are invited, taking minutes if required, liaising with the Local Authority and making sure all paperwork is returned within specified timeframes.

Key External Contacts

Education Agencies, Schools, Parents & Carers, Suppliers and Contractors

Key Internal Contacts

School Staff, Academy Council, The School Community, Parents, Carers, Pupils and Central Trust Team.

Duties:

1. First point of contact for all visitors and callers to the school ensuring that everyone receives a welcoming positive and helpful response, and that messages and calls are efficiently processed.
2. Dealing with enquiries and issues raised by parents and visitors in a calm and proactive manner.
3. To be aware of and follow school policies and procedures for visitors in school.
4. To use and update the computerised management information systems and/or paper-based filing systems to enter record and retrieve data.
5. To provide general admin support for the school.

6. Produce lists/information/data as required e.g., pupils' data.
7. To produce letters, documents, undertake typing, word-processing and other IT based tasks.
8. Maintain and collate pupil reports.
9. Monitor all incoming emails to the school's admin mailbox and deal with as appropriate.

EHCP Duties

1. To work both as part of a team or unsupervised, prioritising own work and meeting deadlines.
2. To organise the timetable for EHCP reviews for the academic year, liaising with the teachers and external parties which may require persuading others to change their schedules.
3. To notify parents and carers and other relevant parties of forthcoming reviews and sending out all documentation within a given time frame .
4. To meet deadlines for collating documentation from all parties involved.
5. To attend and minute meeting as and when required
6. To ensure completed EHCP is returned to the Local Authority within the specified timeframe.
7. To ensure that all paperwork and information associated with EHCP reviews is kept up to date and available for review meetings to take place .

Resources

1. Operate relevant equipment/ICT packages.
2. To assist the office team with the administration/monitoring of the school's resources monitoring supplies/stock, reporting orders or breakages and checking off deliveries
3. To ensure that lost property is effectively tidied, re-distributed and managed within the school.
4. To use the school reprographics systems to copy and distribute documents, make sure there is a supply of the materials required to operate the systems and report and record faults.
5. Provide general advice and guidance to staff, pupils and others.

Responsibilities

1. To work in accordance with and contribute to the values, culture, ethos, equalities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job.
2. Be aware of and comply with all policies and procedures including those relating to child protection, health, safety and security, confidentiality, equal opportunities and data protection, reporting all concerns to an appropriate person.
3. To take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment.
4. Appreciate and support the role of other professionals.

5. Ensure the development and progression of equality within the sphere of responsibility to this post and the fair and equal treatment of all colleagues, children, parents and visitors.

Personal & Professional Development

1. Attend and participate in relevant meetings as required.
2. Participate in training, other learning activities and performance development.
3. To actively look for and participate in initiatives and opportunities to promote your own personal & professional development.

Confidentiality and Data Protection

1. To treat all information acquired through employment, both formally and informally, in strict confidence
 2. To be aware of the school's responsibilities under the Data Protection Act 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
 3. Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person.
 4. Be aware of all documents produced during the time at the school remain the commercial documents of the school.
- The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant and/or reasonable duties as directed by their Head Teacher/Line Manager commensurate with the skills, abilities and grade of the post.
 - To be alert to issues of child protection, ensuring that the welfare and safety of children attending the School/Nursery is promoted and safeguarded and to report any child protection concerns to the person responsible for child protection using safeguarding policies procedures and practice.
 - To prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed.
 - To be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g., Children's Act, KCSIE, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.

Person Specification – EHCP Administrator

JOB REQUIREMENTS	Essential	Desirable	Method of Assessment I/T/A*
Qualifications			
GSCE grade C or equivalent in English and Maths	✓		A
Appropriate first aid training	✓		A
Experience			
Competent use of IT packages including Word, Excel and Powerpoint	✓		A/I
School Office Experience	✓		A/I
Experience of using Arbor and other school specific systems.	✓		I/T
Skills, knowledge and understanding			
Good communication skills with a positive and enthusiastic approach.	✓		A/I
High level of personal organisation and persuasive skills	✓		A/I
Able to prioritise and manage workload effectively to secure successful outcomes within agreed scheduling	✓		A/I
Able to work calmly under pressure in a busy office environment	✓		A/I
Focus on continuous improvement to identify better ways of doing things	✓		A/1
Careful attention to detail	✓		A/I
Ability to take on a wider of administrative and organisational tasks	✓		A/I
Ability to work alone or part of a team	✓		A/I
Other Requirements			
A commitment to on-going personal development and willingness to undertake appropriate training	✓		
Appointment to the post is subject to a satisfactory enhanced DBS check	✓		
Evidence of commitment to safeguarding and protecting the welfare of children	✓		
This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes.	✓		

*I - Interview

T – Test/Presentation

A – Application Form