

Job Title:	SEN Administration Assistant
Grade:	5
Responsible To:	Headteacher/SENCO
Key Relationships:	SENCO/Staff/Parents/Pupils/
Job Purpose:	<p>To provide administrative support for the SENCO ensuring that all communication and record keeping is carried out to a high standard with accuracy and timeliness to the fore.</p> <p>To support the SENCO in the implementation of the administrative aspects of SEN and inclusion process across the school.</p> <p>To support other administrative activities as directed by the Head teacher.</p>

Main duties and responsibilities

1. To assist with the management and recording of information and the directing of communications from external agencies and other schools (including email) in a timely manner and with a high degree of accuracy.
2. To assist with the maintaining of student recording systems for students with SEN, ensuring paper based and computerised systems are utilised in accordance with academy policies and practices.
3. To filter and prioritise phone calls and allocate to members of the team as necessary.
4. Preparation of SEN student files for transfer.
5. Ensuring that files for new SEN students (including in-year transfers) are received in a timely manner.
6. Archiving and maintaining SEN student files.
7. Coordinating parent meetings for the SENCO. Typing up meeting minutes for the SENCO.
8. SEND filing.
9. Undertaking routine clerical duties.
10. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
11. To have due regard for data protection, confidentiality and health and safety policies.
12. Contribute to the overall ethos/work/aims of the school.
13. Participate in training and other learning activities as required.
14. Recognise own strengths and areas of expertise and use these to advise and support others.
15. Any other related duties as they may arise

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply:

- a. The nature of the work may involve the postholder carrying out work outside of normal working hours.
- b. This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore, a DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Learn Academies Trust is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Person Specification

	Essential	Desirable	How assessed
<p>Qualifications</p> <ul style="list-style-type: none"> NVQ 2 level qualification or equivalent level of relevant experience. English and Maths GCSE (or equivalent) at grade c or above 	✓	✓	App/Doc App/Doc
<p>Experience</p> <ul style="list-style-type: none"> Experience of routine admin & clerical tasks Previous working in a school setting. Use of ICT applications relevant to the post, i.e. Word, Excel, Access, Power Point, Publisher. Experience of dealing with SEN related documentation. 	✓ ✓	✓ ✓	App/Ref App/Ref App/Int App/Int
<p>Knowledge</p> <ul style="list-style-type: none"> Understanding of the importance of confidentiality and an appreciation of the implications of the Data Protection Act, GDPR. Understanding of the context in which schools are operating. An understanding of Health and Safety issues relevant to the post. 	✓ ✓ ✓		App/Int Int App/Int
<p>Skills/Attributes</p> <ul style="list-style-type: none"> Word processing and ICT skills – able to use a range of database and software packages. Literate – excellent standard of grammar, punctuation and spelling. Excellent interpersonal skills – able to deal with a variety of people, including students, where necessary, sensitively, emphatically and, when necessary, assertively. Able to make judgements about processing calls and correspondence (e.g. filtering, passing on to other staff, etc). Good communication skills – both oral and written. Good time management skills – be able to prioritise work. 	✓ ✓ ✓ ✓ ✓ ✓		App/Int App/Int App/Int App/Int App/Int App/Int

Key for Person Specification:

App = Application

Form Test = Test

Int-Interview

Pre-Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)