

JOB DESCRIPTION

ROLE: Send and Admissions Administrator

GRADE: Grade E

BASIS: Permanent, Full time, Term Time

REPORTING TO: Nicola Crookshank

JOB PURPOSE:

To provide high-quality administrative and organisational support for the Education, Health and Care Plan (EHCP) processes, including annual reviews, statutory compliance, liaison with families and external agencies, and supporting the SENCo/SLT to ensure effective SEND provision across the school.

RESPONSIBILITIES:

- Co-ordinate the Annual Review process for all pupils with EHCPs, ensuring statutory timelines are met.
- Prepare and organise the annual review cycle in accordance with procedures for multiple local authorities.
- Liaise with local authorities and external professionals to ensure compliance with statutory duties and timely processing of amendments.
- Maintain an up-to-date understanding of each pupil's EHCP, particularly Sections B, E and F ensuring interventions and support are correctly tracked.
- Monitor delivery of provision outlined in Section F and support SENCo in evaluating effectiveness.
- Support SEND leaders with inspections, audits, and internal reviews relating to EHCPs and SEND provisions.
- Manage transition of EHCPs between settings and key phases including Years 6, 9, 11 and 14.
- Support staff by providing guidance on meaningful evidence gathering for Annual Reviews.
- Collate and distribute reports from staff and external professionals in line with statutory duties.
- Attend reviews and act as clerk.
- Proofread EHCP reports and ensure professional standards before submission.
- Maintain accurate records of key professionals linked to each pupil.
- Contribute to writing IEPs and monitoring of targets where appropriate.
- Ensure safeguarding, equality, and data protection requirements are met at all times.
- Direct and oversee the work of any EHCP administrative assistants to ensure deadlines are met.
- Use EFL to monitor progress towards EHCP targets and produce termly whole school reports that highlight intervention needs.

Admissions

- Coordinate the school's admissions process, including updating the central spreadsheet, recording and returning responses and monitoring tribunals
- Coordinate the transition process, including visits, open evenings and file transfers
- Ensure all documentation is received and pupil files are up to date
- Have due regard for Safeguarding and Promoting the Welfare of Children and Young People and to follow the Child Protection Procedures adopted by the Trust

- To ensure all tasks are carried out with due regard to Health and Safety
- To adhere to the ethos of the school and Academy Trust

Other Duties

- Contribute to the wider life of the Trust, its school, and its community through out of hours and partnership work when required.
- Demonstrate commitment to safeguarding and promoting the welfare of children, young people, and vulnerable adults.
- Carry out your duties with full regard to the Trust's published employment policies.
- Comply with health and safety policies, organisational statements, and procedures, undertake to report any incidents/accidents/hazards and to take a proactive approach to health and safety matters in order to protect both yourself and others.
- Contribute to the overall aims and ethos of the Trust and establish constructive relationships with the Trust's schools, Trust Central team and other agencies as appropriate to this role.
- Always promote the Trust's co-operative ethical values
- Any other duties as commensurate with the post.

REVIEW AND AMENDMENT:

This job description is subject to review at any time with full consultation of the post holder.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<p>Excellent skills in Numeracy and Literacy (NVQ, GCSE A* - C or Level 4 and above or equivalent)</p>	<ul style="list-style-type: none"> • An intermediate or above qualification in word processing/typing • Professional qualification in SEN or related field
PROFESSIONAL DEVELOPMENT	<ul style="list-style-type: none"> • Experience in a busy office environment • Experience of using database systems • Proficient IT skills • Good interpersonal and communication skills • Understanding of confidentiality and safeguarding arrangements • Ability to work collaboratively • Ability to work efficiently and accurately under pressure • Ability to relate to children and young people with learning and other disabilities 	<ul style="list-style-type: none"> • Experience in EHCP processes and working with SEND learners • Experience of case management • Evidence of further professional training/development • Experience in a school office setting • Experience of using Bromcom (Pupil MIS) • Experience of Office 365
EXPERIENCE	<ul style="list-style-type: none"> • Experience in a busy office environment • Experience of using database systems • Proficient IT skills • Good interpersonal and communication skills • Understanding of confidentiality and safeguarding arrangements • Ability to work collaboratively • Ability to work efficiently and accurately under pressure • Ability to relate to children and young people with learning and other disabilities 	<ul style="list-style-type: none"> • Experience in EHCP processes and working with SEND learners • Experience of case management • Evidence of further professional training/development • Experience in a school office setting • Experience of using Bromcom (Pupil MIS) • Experience of Office 365
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • A commitment to the principle of inclusion • A team player with a 'can do' approach • Acts with pace and urgency, enthusiastic and decisive • An awareness understanding and commitment to equal opportunities • Willing to undertake job related training 	

This Job Description is not exhaustive, you may, at any time be required to carry out additional duties or responsibilities, which fall reasonably within the remit of this role, or in accordance with operational requirements.