

**SEND and Inclusion Administrator**

Reports to: SENDCO

Salary: £20,094 - £21,772

Grade: 6

Hours per week: 32

Weeks per year: 39 weeks and 2 days additional

About Matthew Arnold School

Matthew Arnold is a popular inclusive 11-18 school of over 1,300 pupils that serves a mix of urban and rural communities across the west side of Oxford. The school prides itself on being a high achieving school with increasing rates of progress for our disadvantaged students. This has been achieved by focusing on improving outcomes for every student and continuing staff development.

The school is part of the Acer Trust. All schools in the Trust play an important part in the success of the Trust and work together collaboratively so that each school in the Trust is a great place to learn and to work.

The Role

The SEND Administrator is a key member of the Inclusion team. The post holder will be responsible for ensuring that statutory documentation for students with SEND is in place, and for providing administrative support for the Inclusion team.

Principal Responsibilities:

- Administering the annual review process of Education, Health & Care Plans as well as managing files and transition documents for students on the SEND register
- Inputting and updating of strategies and interventions for students with SEND and be responsible for overseeing the maintenance of the personal records/files of pupils in relation to SEND
- Coordinate the annual review process for students with an EHCP and the Personal Education Plan process for Students we care for
- Arranging appointments with outside agencies working with the school including Educational Psychologists, the Virtual School, and the SENS Support Service
- Maintain an up to date SEND Register under the direction of the SENDCO;
- Arrange meeting with parents and carers and professionals in line with statutory deadlines
- Work with the Exam Access arrangements Coordinator in supporting students with practical support of assistive technology
- You will support students in the best possible way by establishing good relationships, empowering students by building confidence, helping students to interact with others and offer pastoral support as required
- Help students to access learning in the Inclusion Department as directed
- Support the wider school by; following and complying with key policies and procedures, supporting and promoting diversity and equality for all students and colleagues, Participate in training and other learning activities and performance development as required
- Providing a wide range of general administration services

- Liaising with HR to complete the due diligence for external contractors
- To liaise with the Careers Department to arrange appointments for students with SEND to include meeting with parents in year 11 of students who are planning to leave school. In addition, to organise, if required, for the key worker to attend the standard careers meetings in school

Essential Requirements:

- Minimum standard of GCSE (or equivalent) pass grade 4/C or above in Maths/English and Science
- Reliable; punctual; and professional in dealings with families, students and staff.
- Good administration skills and proficient ICT skills and well as good time management skills
- Knowledge around children's safeguarding and approaches to inclusion as well as commitment to the highest standards of child protection
- Awareness of GDPR and the importance of maintaining, storing and security of sensitive data
- Strong interpersonal skills and ability to build and form good relationships with students, colleagues and parents / carers
- An understanding of and commitment to whole-school issues in a co-educational multi-ethnic school and the willingness to be involved in all aspects of the work of the department and to contribute to the wider life of the school

Desirable Requirements:

- Knowledge of CPOMS and Bromcom would be advantageous
- Experience of working in a school would be advantageous
- To have awareness and good working knowledge of the SEND Code of Practice 2014

To apply please complete the application form on My New Term. If you have any questions please contact Jeremiah Hayman at hr@maschool.org.uk.