



## Pebble Brook School: Role Description Support Staff

<b>Title of Post</b>	<b>EHCP &amp; Admissions Officer</b>
<b>Grade Range</b>	<b>Bucks Pay Range 5 to 6 (Dependant on Experience)</b>
<b>Reporting to</b>	<b>Headteacher</b>
<b>Date</b>	<b>January 2026</b>
<b>Time/Hours</b>	<b>37 hours per week (term time + Plus 2 weeks)</b>

This role description may be modified by the Headteacher to reflect or anticipate changes which are commensurate with the salary and role title and improvement and expansion plans of the school. This role description will be reviewed every 3 years or sooner if required.

### Job Summary:

To manage the admissions process for all pupils and oversee the administration and compliance of Education, Health and Care Plans (EHCPs), ensuring statutory requirements are met and that every child receives appropriate support. To lead on student voice and be an advocate for students and their families.

### Main duties and responsibilities include:

#### Admissions Duties

- Manage applications for all entry points and in-year transfers, ensuring compliance with school and local authority policies.
- Support open days, tours, and induction events.
- Maintain accurate admissions/EHCP records on school systems (e.g. SIMS/Bromcom).
- Coordinate entrance assessments and liaise with relevant staff for placement decisions.
- Prepare documentation for admissions appeals and represent the school at hearings.
- Work closely with Admissions Co-ordinator to ensure smooth transition for pupils with EHCPs.

#### EHCP Duties

- Manage a caseload of pupils with EHCPs, ensuring statutory timelines and compliance with the SEND Code of Practice.
- Organise and lead Annual Reviews, including scheduling, inviting stakeholders, and producing reports.
- Liaise with parents, staff, and external agencies (local authority, health, social care) to ensure provision meets pupil needs.
- Monitor and track progress against EHCP outcomes, reporting to Headteacher and leadership team.
- Support applications for additional funding and assist with transitions between settings.
- Maintain accurate records and update EHCP documentation promptly.
- Provide advice and training to staff on EHCP processes and SEND best practice.
- Classroom observations and liaise with teachers to ensure the current EHCP is meeting need
- Take part in student council, listen to student voice and support students with their journey in the classroom using their feedback to help school improve



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### Skills & Attributes

- Strong organisational and administrative skills.
- Excellent communication and interpersonal abilities.
- Knowledge of school admissions processes and SEND legislation.
- Ability to manage sensitive information confidentially.
- Proficiency in school management systems and Microsoft Office.
- Attention to detail and ability to meet statutory deadlines.
- Understanding students with additional needs and how to advocate for them

**This job description is not exhaustive, and additional duties may be required as the needs of the school evolve. It will therefore be reviewed and updated as the school continues to develop.**

### Qualifications & Experience

- Experience in school administration or SEND support.
- Understanding of the Children and Families Act 2014 and SEND Code of Practice.
- Knowledge of safeguarding procedures.
- Formal SEND qualification, (e.g., education, social work) or equivalent experience, a Level 3 qualification in a related field would be desirable



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### Person Specification

Criteria	Essential	Desirable
Qualifications & Knowledge	<ul style="list-style-type: none"><li>Understanding of Children and Families Act 2014 and SEND Code of Practice</li><li>Knowledge of school admissions processes and statutory requirements</li><li>Awareness of safeguarding procedures</li></ul>	<ul style="list-style-type: none"><li>Formal qualification or SEND administration experience</li><li>Knowledge of funding application processes for SEND provision</li></ul>
Experience	<ul style="list-style-type: none"><li>Proven experience in school administration or SEND support</li><li>Experience managing statutory timelines and compliance processes</li></ul>	<ul style="list-style-type: none"><li>Experience coordinating EHCP Annual Reviews</li><li>Experience representing a school at admissions appeals</li><li>Previous involvement in pupil transition planning</li></ul>
Skills & Attributes	<ul style="list-style-type: none"><li>Strong organisational and administrative skills</li><li>Excellent communication and interpersonal abilities</li><li>Ability to manage sensitive information confidentially</li><li>Proficiency in school management systems (e.g. SIMS/Bromcom) and Microsoft Office</li><li>Attention to detail and ability to meet statutory deadlines</li><li>Understanding students with additional needs and how to advocate for them</li></ul>	<ul style="list-style-type: none"><li>Ability to provide guidance on EHCP processes and SEND best practice</li><li>Familiarity with local authority procedures and multi-agency working</li></ul>