



CUTENHOE HILL PRIMARY SCHOOL

JOB DESCRIPTION

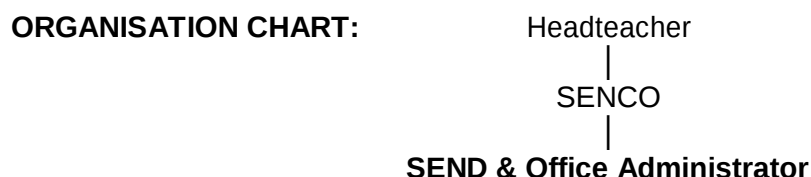
TITLE: SEND & Office Administrator

SCHOOL: Cutenhoe Hill Primary School

RESPONSIBLE TO: SENCO

GRADE: L3

PURPOSE OF POST: To administrator and maintain pupil SEN records and provide administrative support to the school office. To use initiative to plan, problem solve and deliver positive outcomes within administrative situations.



PRINCIPAL RESPONSIBILITIES:

- | | <u>%</u> |
|---|----------|
| 1. To successfully deliver effective and efficient administration procedures to enable the annual review of EHCPs to operate across school. To follow up receipt of amended EHCPs and to record and file accordingly. To manage the diary of annual reviews and prepare the annual review packs for parents and professionals. To problem solve diary clashes, missing paperwork and other unexpected barriers to smooth running communications. To conduct pupil observations. | 50 |
| 2. To liaise with professionals to ensure paperwork & communications are appropriately shared and stored. | 10 |
| 3. To maintain pupil SEN records within all applicable computerised systems and pupil management systems, upload resources and reports onto MIS system and archiving in line with the school's Records Management policy. Spotting errors and through problem solving seek to improve efficiencies and be aware of new administrative developments. | 15 |
| 4. To provide full support and show initiative and self-direction in preparing and distributing parent communications either manually or through the School to Parent Communication system. To maintain data within the School to Parent communication system, handing sensitive data and communications with confidentiality and care. | 10 |

5. To prepare admission packs with proactive and practical problem solving for the main school and resourced unit and to support and administer the pupil consultations and pre-admissions.

5

6. To provide full support to the wider school office and to provide back up for the Receptionist role. Undertaking any other duties of a similar level and responsibility as may be required.

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DIMENSIONS:

Supervisory Management: N/A

Financial Resources: N/A

Physical Resources: Computer, computer systems, other office equipment.

Other: N/A

Physical Effort:

Minimal, the job involves delivering messages around the school and taking non-mobile children to classes.

Working Environment:

Office

CONTEXT:

All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

It is the individual's responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with.

This post meets the definition of 'Regulated Activity' as defined in the Safeguarding Vulnerable Groups Act 2006.

Because of the nature of this job, it will be necessary for an enhanced DBS check to be undertaken. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions; and also any adult cautions (simple or conditional), and spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). A person's criminal record will not in itself prevent a person from being appointed to this post. Applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. However, in the event of the employment being taken up, any failure to disclose such offence, as detailed above, will result in dismissal or disciplinary action by the School / Authority.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via www.disclosure.gov.uk

'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.'

'CVs will not be accepted for any posts based in schools'.

Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the essential and desirable criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Some experience in a general office environment.	1,2	Some experience of using Microsoft Office, including Word.	1,2
	Some experience of using word-processing, spreadsheets, databases and IT packages.	1,2	Experience of working in a school environment.	1,2
Skills/Abilities	Able to follow and work within procedures and guidelines.	1,2		
	Able to deal helpfully with colleagues, parents, pupils and senior management.	1,2		
	Able to check information and maintain accurate records.	1,2		
	Able to organise workload to meet conflicting deadlines and demands.	1,2		
	Able to add, subtract, multiply and divide, and reconcile expenditure figures.	1,2		
	Able to write straightforward letters and read instructions.	1,2		
	Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English	1,2,5		
Competencies	Able to form appropriate relationships with young people	1,2		
Equality Issues	Able to recognise some forms of discrimination, which commonly exist.	1,2		
Specialist Knowledge			Some knowledge of scholarpack database	1,2
Education and Training	GCSE in English and Maths or equivalent experience			
Other Requirements	Willing to adjust at short notice the tasks and activities undertaken to meet the changing demands and priorities during work periods.	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018)

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- ☐ Motivation to work with children and young people;
- ☐ Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- ☐ Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline.

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