



Admin Officer (SEND and Attendance)

Job Description and Person Specification

Location:	Harnham Junior School, Saxon Rd, Salisbury, SP2 8JZ
Hours:	12 hours per week, ideally over three mornings, Monday–Friday. There may be the potential for additional hours for the right candidate.
Pay Scale:	Wiltshire Grade D – Incremental progression from Point 4 to 6
Contract:	Term time only plus inset days (39 weeks). Permanent.

Main Purpose of the Role

The Admin Officer at Harnham C of E Junior School will play a vital role in supporting both the Inclusion and Office team to ensure that pupils with special educational needs and disabilities (SEND) and those with attendance concerns receive timely, effective administrative support. This position is crucial in maintaining accurate records, facilitating communication with parents and external agencies, and supporting the school's inclusive ethos.

Aligned with Harnham Junior's vision to nurture every child's potential in a caring, Christian environment, this role contributes to creating a supportive and organised framework that underpins pupil well-being, inclusion, and academic success. Given the school's context—serving a diverse pupil population including 23.4% SEND and 20.1% disadvantaged pupils—the postholder will help ensure that the school's values of respect, care, and community are reflected in all administrative processes and communications.

Key Responsibilities and Duties

Administrative Support to SENDCo and Inclusion Team

- Provide comprehensive administrative assistance to the SENDCo and Inclusion team to support the effective delivery of SEND provision.
- Maintain and update the inclusion diary, coordinating meetings, appointments, and deadlines.
- Arrange, attend, and take accurate minutes at Inclusion and related meetings.
- Assist in forward planning of meetings and liaise with parents, carers, and external agencies to support pupil attendance and inclusion needs.
- Support the collation and management of information and documentation, ensuring secure and compliant storage in line with school policies and data protection law.
- Help gather data and information for reports required by the SENDCo for internal and external use.

Attendance Administration

- Monitor attendance records and support the follow-up of attendance concerns through phone calls and communication with parents/carers.
- Assist in maintaining attendance systems and producing attendance reports as required.
- Contribute to safeguarding by ensuring all attendance issues are followed up in line with school procedures.



Office and Team Support

- Provide cover and support for the main school office during short-term absences or busy periods.
- Undertake general administrative duties as part of the wider admin team, including filing, data entry, and document management.
- Assist with organising school events as required.
- Occasionally provide limited first aid support and chaperoning to alternate provision providers, though this is not a primary responsibility.
- Participate actively in continuing professional development and performance management processes.
- Undertake any other reasonable admin duties as requested.

Skills and Competencies

- **Organisational skills:** Ability to manage multiple tasks such as diary management, meeting coordination, and document handling efficiently and accurately.
- **Communication:** Strong verbal and written communication skills for liaising with parents, staff, and external agencies professionally and empathetically.
- **Attention to detail:** Accurate minute-taking, data entry, and record-keeping in line with data protection and confidentiality requirements.
- **Teamwork:** Collaborative attitude to work effectively within the admin team and wider school staff.
- **Discretion and confidentiality:** Understanding of safeguarding and sensitivity around SEND and attendance issues.
- **IT proficiency:** Competent use of school MIS systems, Microsoft Office (Word, Excel, Outlook), and other relevant software.
- **Problem-solving:** Ability to anticipate administrative needs and respond flexibly to changing priorities.
- **Commitment to inclusion:** Understanding of the unique needs of SEND pupils and those with attendance challenges, aligned with the school's inclusive values.

Safeguarding

Safeguarding is central to all roles within the school. Therefore, the postholder must:

- Actively promote and safeguard the welfare of children and young people in line with the school's safeguarding policy and statutory guidance.
- Maintain vigilance for any signs of safeguarding concerns related to SEND pupils or attendance issues, ensuring timely reporting to the designated safeguarding lead (DSL).
- Ensure that all administrative processes support safeguarding compliance, including secure handling of sensitive information and attendance monitoring.
- Participate in safeguarding training as required and stay updated with changes in safeguarding legislation and best practises.

This job description reflects the specific needs and values of Harnham C of E Junior School, supporting the school's mission to provide an inclusive, caring, and high-quality education environment for all pupils.