

<b>JOB TITLE: SEND Administrative Assistant</b>	<b>Scale Point: Please refer to advert</b>
<b>RESPONSIBLE TO:</b>	<b>SENCO</b>

<b>EMPLOYEE SUPERVISION:</b>	<b>None</b>
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**Purpose of Post:**

To undertake and provide high quality administrative support to the SENCO in a Special School Setting for pupils who demonstrate Social Emotional and Mental Health difficulties.. There are a variety of administrative and clerical support duties that may form part of your job. It will be expected that you deal with information which may be sensitive or confidential. The purpose of the post is to work closely with the SENCO, taking particular responsibility for the administration support related to special educational needs and the school's statutory obligations in this area.

**Key Areas:**

Ensure the effective application, maintenance and monitoring of systems supporting the practices and procedures relating to SEND.

Work closely with the SENCO and other colleagues to ensure the Academy meets its statutory obligations with regard to SEND

**Duties and Responsibilities:**

1. Work closely with the SENCO/Teachers to ensure the accuracy and relevance of reports
2. Access pupil data on the relevant systems including, updating pupil records, producing reports and dealing with correspondence
3. Communicate clearly and accurately with a range of stakeholders including parents/carers, Local Authority Officers and other professionals
4. Ensure efficient organisation of meetings including annual reviews, ensuring clear and timely communication with all prospective attendees
5. Ensure the timely collection and distribution of appropriate papers and reports prior to and following meetings including annual reviews
6. Take detailed accurate minutes for and meetings including annual reviews
7. Administer a range of reports for pupils including gathering, checking and distributing as required
8. Provide administrative support to the SENCO as required
9. Assist the Admin Manager in the discharge of their duties as workload requires
10. Word processing of letters, documents and reports as required
11. Develop and promote high standards throughout the Academy
12. Be familiar and comply with all relevant Health and Safety, Operational, Personnel, Child Protection, Data Protection and Financial Regulations policies and procedures
13. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
14. Contribute to overall ethos/work/aims of the school
15. Appreciate and support the role of other professionals

16. Attend relevant meetings as required
17. Participate in training and other learning activities and performance development as required
18. Ensure equality of opportunity is afforded to all persons both internal and external to the school, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour
19. Be prepared if required, to work on either a temporary or an indefinite basis at any premises which the Trust currently has or may subsequently acquire or at any premises at which it may from time to time provide services
20. Undertake any other duties, commensurate within the grade, at the discretion of the Principal or your line-manager
21. To undertake reception duties as required including meeting and greeting pupils and visitors to the school, providing hospitality to visitors and providing a professional and courteous service.

**Date Job Description Revised: 9/12/20**

**By whom: S. Jacques**

## EMPLOYEE SPECIFICATION

When filling in the application form, please demonstrate with clear, concise examples how you meet the requirements of the post. You will be assessed in relation to the Essential and Desirable criteria. Please bear in mind that you must possess the Essential Criteria on day 1 to be able to do the job. If there are large numbers of applicants for the post then all of the criteria will be used for shortlisting. Under the Disability Discrimination Act, we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process. We have tried to assess this in our Job Description and Employee Specification, however if you feel that there are barriers, please tell us in the application form. As part of the DDA we are committed to making reasonable adjustments, wherever possible and it would help us to know your needs in order to do this.

<b>Post Title:</b>	<b>School:</b>	<b>Grade:</b>
SEND Administrative Assistant	Springwell Leeds Academy	Scale Point 3-6 TTO +5

### Education and Training:

	Criteria	Essential/Desirable	Evidenced In
1.1	Educated to GCSE level or above in English and Maths or able to demonstrate ability to work at this level	E	Application
1.2	Numeracy and literacy skills in order to produce specialist documentation and statistical information	E	Application Interview

### Relevant Experience:

	Criteria	Essential/Desirable	Evidenced In
2.1	Proven experience of administrative or business support.	E	Application Interview
2.2	Experience of working in an educational setting.	D	Application Interview
2.3	Strong IT skills across all common and industry specific programs.	E	Application Interview

### Knowledge:

	Criteria	Essential/Desirable	Evidenced In
3.1	Knowledge of Special Educational Needs.	D	Application Interview
3.2	Understanding of the basic principles of customer care and providing an effective service.	E	Application Interview

3.3	Understanding of school Management Information Systems.	D	Application Interview
3.4	Appreciation of the need to maintain the strictest confidentiality about matters concerning school and how this relates to the duties of the post.	E	Application Interview

**Skills, Abilities and Attributes:**

	Criteria	Essential/Desirable	Evidenced In
4.1	Ability to demonstrate strong communication/literacy skills and use these skills to produce specialist documents and reports; provide general administrative support; and plan, organise and minute meetings.	E	Application Interview
4.2	Ability to provide assistance and support to others on processes and systems.	D	Application Interview
4.3	Ability to deal with sensitive and confidential information and respond positively to the demands of a varied workload.	E	Application Interview
4.4	Ability to produce accurate work to meet agreed targets, strict deadlines and to required standards.	E	Application Interview
4.5	Able to provide excellent “customer service” within an education setting and deal with difficult enquiries appropriately.	E	Application Interview
4.6	Ability to work on own initiative and contribute to the effective working of a team.	E	Application Interview
4.7	Ability to adapt and be flexible to the needs of the school.	D	Application Interview
4.8	Exemplary levels of integrity.	E	Application Interview
4.9	Ability to attend meetings outside of normal working hours if required.	D	Application Interview

4.10	Commitment to undertake continued training and development as directed.	E	Application Interview
4.11	Ability to work across sites if necessary and travel between settings if required	E	Application Interview
4.12	Willingness to undertake an enhanced Disclosure and Barring Service check.	E	Application Interview

**General:**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.