

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	SEND Admin – Special School (THS)
JD Reference:	STD ED 14 – amended
School/Academy:	The Harbour School
Weeks:	40 weeks per year (term time, training days, plus 5 days in school holiday period)
Hours of work:	37 hours per week
Salary:	Grade 6
Responsible to:	Headteacher’s PA

Role:	To provide general and SEND specific administration support for The Harbour School.
Purpose of the job:	To support by collating, monitoring and providing any statistical data required. To provide expert support in terms of the development of ICT administrative and data systems across the SENDV team To provide an efficient and effective general administrative service for the school.

Responsibilities and Accountabilities:

- Prepare and maintain MIS marksheets to enable support staff to record student assessments
- Prepare and maintain the templates in MIS used for creating the learning profiles
- Manage the Statutory Annual Review process in in BromCom (or similar MIS) including creating and sharing documentation to statutory timescales with professionals and parents
- Maintain and update all aspects of student personnel data in SENDV
- With the SENCo be a point of contact with the LA to facilitate student admissions and transitions for SENDV
- Creating and maintaining accuracy of termly/day to day timetable and teaching group changes as required



- Maintaining SEN provisions and review in BromCom (or similar MIS) and generating reports
- Keeping up to date with MIS SEN modules and assisting in the development and application of new technology for pupils
- Assisting the access arrangement assessor with the Access Arrangements recording and reporting including creation of invigilation timetables for access arrangements in liaison with the exams officer
- Collect, record, and analyse student attendance data; produce accurate written reports; log daily absences and late arrivals on the school MIS; and provide regular attendance updates to class teams, the pastoral team, and Senior Leadership Team (SLT).
- Ensure registers are checked twice daily; liaise with pastoral staff and SSAs to follow up on students causing attendance concerns; and support the effective tracking and response to attendance patterns across the school.
- Prepare and edit correspondence, presentations, and other documents, as instructed
- Maintain electronic and manual systems in an efficient and effective manner in line with the GDPR Retention Policy, as well as file and retrieve documents and reference materials
- Arrange, co-ordinate and communicate details for meetings, training, and events, including booking meeting rooms and providing refreshments
- Maintaining and updating school information, records, and databases
- Assist the Examinations Officer and Data Manager with the day to day running of the office, including the set-up of examination rooms, exam boxes and materials as required
- Assist with the administration of all internal and external examinations, ensuring that JCQ rules and regulations are always adhered to
- Assist with the input of new student data (incl. Year 6) on the MIS system and import all student photos
- Using BromCom (or similar MIS) to produce and distribute student timetables
- Assist with the production and distribution of the student learning profiles, including updating the MIS system
- Assist the Data Manager with the reporting of student data to external bodies, for example, Student census
- Assist with preparing reports and statistical information as required – including school Dashboards
- Coordinate the annual school careers evening. Ensuring appropriate staff are informed of all procedures/plans



- Administer the parents' evening process, either virtual or face-to-face
- Coordinate parents' evenings, parents' forums, and other school open evenings/events. Ensuring appropriate staff are informed of all procedures/plans
- Administer basic first aid to staff and students (1-day of first aid training will be provided)
- Provide office and administrative support, including but not limited to scanning, photocopying, filing, faxing, and emailing, as appropriate to staff as necessary
- Undertake First Aid training and respond as required to First Aid issues across the Academy. Provide administrative support in a medical emergency including calling for the ambulance and relaying information as needed

Other possible duties:

- Ensure parental or staff enquiries or queries are dealt with and responded to promptly and appropriately.
- Provide administrative support for school trips, liaising with the EVC, finance and trip leader when required.
- Provide the administration for wider school events such as; clubs, intake meetings, school photographer, SATS breakfast and evening, performances and productions, Sports Day, Bikeability, Open days and parental consultation evenings.
- Monitor and review CCC portal, advise Principal of pending applications, deal with parental enquiries, liaise with admissions.
- Set up, create and maintain the MIS for the new academic year including set up of classes and allocate pupils to houses, liaising with SLT where appropriate.
- Chase offered places that have not accepted.
- Assist with the administration for arrivals and leavers to new schools including secure file transfer and liaison with previous and destination schools.
- Maintain media permissions and other consent for each class and ensure teaching and support staff are aware.

Health and safety (including Fire Marshall responsibility)



- Liaise with site staff, area managers and Meridian Trust health and safety officer with regard to daily maintenance, planned maintenance and compliance.
- Ensure that fire marshals and first aiders are trained and known to staff.
- Ensure weekly fire safety checks when site officer is unable to do so.
- Use training in first aid to manage emergency situations in school and liaise with emergency services.
- Ensure where necessary, parents are contacted, and children are collected where it is deemed children need to go home due to accident or illness.
- Complete Meridian Trust accident reporting where appropriate to ensure correct protocols are followed for reportable accidents.
- Maintain medical registers for new children to school, ensure allergies are reported to teachers and catering staff, arrange for any training (such as diabetes) needs for teaching and support staff, liaise with medical professional and parents to ensure effective delivery of medication requirements in school.

Support for School/Academy/Place of work:

- Support other team members to cover the effective day to day operation of the office and in the event of sickness/emergency
- Participation in staff events by arrangement
- Attend Staff Meetings
- Contribute and participate in Trust events and activities where possible
- Contribute and participate in Academy events and activities
- Develop and maintain effective working relationships with other staff and parents/carers
- Adhere to the Trust values
- Follow school policies, practices, and procedures

Data security:

- Follow the legal provisions regulating confidentiality and security of data and information under GDPR

Health and Safety:

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Co-operate with the Trust on all issues to do with Health, Safety & Welfare
- To work/operate all equipment within Health and Safety and other legal regulations, including risk assessments



- Contribute to the maintenance of a safe and healthy environment

Continuing Professional Development:

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school/academy/place of work efficiency, which may lead to improvements in the day-to-day running of the Trust
- Undertake any necessary and identified professional development taking full advantage of any relevant training and development available, particularly when related to the use of ICT, for data management and record keeping
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice

Child Protection and Safeguarding

- The post holder will have a shared responsibility for safeguarding all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people
- Inform the Child Protection Officer of any issues relating to the safety and well-being of students

The post holder will undertake any other duties commensurate with the grade of the post, in consultation with the line manager

This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder’s professional responsibilities and duties.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Disclosure & Barring Service.

Person Specification: Administration Assistant Grade 5	Assessment Key: A = Application Form I = Interview
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Education and Qualification	Essential	Desirable	Assessment
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1	Good educational background with GCSE or equivalent in English Language and Maths	✓		A
2	Qualification in business administration or similar		✓	A
Experience		Essential	Desirable	Assessment
3	Experience in working in an administrative environment	✓		A/I
4	Experience of working in an educational setting		✓	A/I
5	Experience in working with external agencies		✓	A/I
Knowledge and understanding		Essential	Desirable	Assessment
6	Understanding of the education system	✓		A/I
7	A sound grasp of the concept of inclusive practice	✓		
8	Knowledge of the concept of confidentiality	✓		I
9	Awareness of child protection issues	✓		I
10	First aid certificate		✓	A
Skills and abilities		Essential	Desirable	Assessment
11	Ability to use IT systems including email, word and excel	✓		I
12	Ability to give direction with strong organisation skills	✓		I
13	Excellent written and oral communication skills	✓		I
14	Ability to contribute to team meetings and contribute ideas	✓		I
Personal Qualities		Essential	Desirable	Assessment
15	Willingness to undergo further training and development	✓		I



16	Positive and enthusiastic approach toward work	✓		I
17	Ability to act on own initiative	✓		I
18	Kindness and empathy towards students and colleagues	✓		I
19	Ability to work as part of a team effectively	✓		I
Child Protection		Essential	Desirable	Assessment
20	Support the Academy policies on safeguarding and child protection	✓		A/I
Other		Essential	Desirable	Assessment
21	The flexibility of working hours	✓		A/I

