

# SEND & Inclusion Admin Assistant

## *Job Description*

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At The Dunstan Catholic Educational Trust, we're a family of schools where children and colleagues are supported in a nurturing environment to flourish, become lifelong learners, fulfil their potential and to make a lasting difference. **Together we love, we learn, we live.**

### **Purpose of the job**

The purpose of the role is to provide a professional, confidential administrative and secretarial service to the SENCo and Inclusion team, while also contributing positively to the overall ethos, work and aims of the school and Trust.

### **Key areas of responsibility:**

- To maintain accurate SEN records by collating, inputting and updating student data.
- To manage SEN filing systems (including electronic communications), ensuring secure storage, archiving, retrieval and compliant disposal of information.
- To liaise with feeder schools, transfer schools and external agencies to ensure timely receipt and transfer of SEN information.
- To produce correspondence, reports and meeting documentation for the SENCo, including communication with parents.
- To coordinate and arrange meetings, and attend and minute meetings as required.
- To provide comprehensive administrative and clerical support to the SENCo and Inclusion team.
- To respond to enquiries and liaise with parents, the local authority and other stakeholders in a professional and timely manner.
- To handle sensitive and confidential information with discretion.
- To support the coordination of annual reviews, ensuring documentation is completed and submitted within required timescales.
- To maintain and update the SEN register and related records in collaboration with the SENCo.
- To assist with ordering resources, equipment and supplies for the department.
- To build and maintain constructive working relationships with colleagues, external professionals and agencies.
- To attend relevant meetings, training and INSET sessions as required.
- To undertake additional duties, commensurate with the role, as directed by the Headteacher or SENCo.



## **Safeguarding**

Safeguarding is something we all share, and together we help keep every child safe. It's important to follow the school's procedures for recording and reporting any concerns, and to support colleagues in doing the same. You'll take part in our annual safeguarding updates, as well as full basic-awareness training every two years, so we can all stay confident and informed. Please ensure you've read, understood, and follow the school's safeguarding policies, including our whistleblowing guidance, so we can maintain a safe and trusting environment for everyone.

## **Other:**

- Follow all school policies, safeguarding procedures and the Trust Code of Conduct, reporting any concerns about the safety or wellbeing of pupils, staff, or visitors.
- Work responsibly and respectfully, promoting inclusion, maintaining confidentiality, and caring for the wellbeing of yourself and others.
- Stay committed to learning and improvement, taking part in training, annual performance management and contributing positively to school and Trust development, as well as attending team meetings.
- Use resources thoughtfully, showing care for school property and the wider environment.

## Person Specification

Criteria	Essential	Desirable
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>GCSE (or equivalent) in English and Maths (Grade A*–C / 9–4)</li> <li>Word Processing qualification (RSA II or equivalent)</li> <li>Previous experience in an administrative or clerical role</li> <li>Experience of working in a busy office environment</li> </ul>	<ul style="list-style-type: none"> <li>RSA III in Word Processing / secretarial skills</li> <li>Experience of working in a school or educational setting</li> <li>Experience of data handling and record management systems (e.g. MIS)</li> <li>Evidence of recent, relevant professional development</li> </ul>
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>Strong administrative and organisational skills with the ability to prioritise workload effectively</li> <li>Excellent verbal and written communication skills</li> <li>Good ICT skills, including use of Microsoft Office (Word, Excel, databases)</li> <li>Ability to manage confidential and sensitive information appropriately</li> <li>Ability to work to deadlines and manage competing priorities</li> <li>Understanding of safeguarding requirements within a school setting</li> <li>Ability to work both independently and as part of a team</li> <li>Strong interpersonal skills to liaise effectively with staff, parents, pupils and external agencies</li> <li>Problem-solving skills and ability to remain calm under pressure</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of school systems such as Bromcom</li> <li>Experience with online payment systems or school websites</li> <li>Understanding of SEND processes and record-keeping requirements</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Professional, polite and courteous manner</li> <li>High level of confidentiality, integrity and discretion</li> <li>Calm, approachable and empathetic, particularly when dealing with children and families</li> <li>Flexible and adaptable approach to work</li> <li>Positive attitude and willingness to support the wider school team</li> <li>Commitment to safeguarding and promoting the welfare of children</li> <li>Respect for the values and ethos of the school</li> </ul>	<ul style="list-style-type: none"> <li>Enthusiastic and proactive approach to continuous improvement</li> <li>Willingness to engage fully in school life</li> </ul>

**Other Factors**

- Satisfactory Safer Recruitment Checks
  - Must show understanding of equal opportunities, principles and practices
  - Ability to attend relevant meetings, INSET and training sessions
  - Willingness to undertake training and development as required
- Current First Aid qualification