

Specialist Administrator (SEND, Medical, Lead First Aid)

Job details

Salary: Band 7 - Point 11-17

Hours: 37 hours per week

Contract type: Full time, permanent, term-time only + 5 days (39 weeks)

Reporting to: Assistant Principal - SENDCO

Responsible for: N/A

Job Description

Purpose of the Post

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. 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 school meets its statutory obligations with regard to SEND

To be the named lead first point of contact for First aid and medical matters within school. Ensuring that the school is compliant with medical guidance – i.e risk assessment - making sure that we have appropriate and robust policies and procedures in place for Diabetics or students with other conditions. To liaise with external agencies to facilitate appropriate training for colleagues within school.

Duties and responsibilities

- Work closely with the SENCO to ensure the accuracy and relevance of reports and providing administrative support to support them
- Access and update pupil data across relevant systems including pupil records, producing reports and dealing with correspondence
- Communicate clearly and accurately with a range of stakeholders including parents/carers, Local Authority Officers and other professionals
- Ensure efficient organisation of meetings including annual reviews, ensuring clear, timely and professional communication with all prospective attendees
- Ensure the timely collection and distribution of appropriate papers and reports prior to and following meetings including annual reviews
- Attend and take detailed accurate minutes for meetings including annual reviews
- Word processing of letters, documents and reports as required
- Undertake and support with general admin duties, including reception duties, meeting and greeting pupils and visitors to the school, providing hospitality to visitors and providing a professional and courteous service
- Support with and manage administration systems around travel arrangements for students, including ensuring the necessary financial processes are adhered to regarding additional travel costs where incurred and liaising with the Local Authority transport teams where required regarding transport awards
- Support Leaders within the SEND team to manage their workload, advising on priorities where appropriate
- Update and oversee the policy and practice related to First Aid, ensuring that the school is compliant with medical guidance – i.e risk assessment - making sure that we have appropriate and robust procedures in place for Diabetics or students with other conditions.
- Monitor, organise and facilitate the training of first aid staff as required, ensuring that appropriate levels of trained staff are in place.
- Facilitate and organise whole school training in matters required for Medical and First Aid, such as for Epipens
- Assume overall responsibility for all known medical issues, and to put measures into place that are compliant with legislation.
- Communicate first aid requirements with staff
- Communicate with parents to ensure school knowledge is up to date

- Liaise with school first aiders as appropriate ensuring that systems and processes are regularly recommunicated and first aid rotas are put in place as required

General Requirements:

- Develop and promote high standards throughout the School
- Be familiar and comply with all relevant school and Trust policies and procedures relevant to the role
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school and Trust
- Appreciate and support the role of other professionals
- Participate in training and other learning activities and performance development as required
- Keep records in accordance with the Trust retention schedules, ensuring information security and confidentiality at all times
- Ensure all duties and responsibilities are undertaken in line with the school's health and safety policy contributing to the safety of children and young people and protect them from harm
- Provide administrative support to the wider school teams, when required, including the attendance, SEND, Admin and Reception Teams as required
- Be a Coach to a small group of students
- Safeguarding encompasses the duties of child protection and promoting the rights and welfare of children. As such it is everyone's responsibility to safeguard children in line with Keeping Children Safe in Education and provide a safe environment in which children can learn.
- Undertake any other duties, commensurate within the grade, at the discretion of the line-manager

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will undertake.

Person specification

	Essential / Desirable	How Identified
Education and Training		
GCSE or equivalent level, including at least a grade 4 (grade C) in English and maths	E	A
First Aid training (full training will be provided for the successful candidate)	D	
Knowledge of working specifically with diabetics	D	
Experience		
Carrying out administrative and secretarial tasks	E	A
Dealing with face-to-face, electronic and telephone interactions	E	A
Experience of working in a school environment	D	A
Working and collaborating within a team	D	A
Organising and minuting meetings	D	A
Experience in a role delivering first aid	D	
Skills and Abilities		
Accurate keyboard skills and excellent working knowledge of ICT applications.	E	A/I/T
Good oral and written communications skills	E	A/I/T
Ability to respond quickly and effectively to issues that arise	E	A/I
Ability to plan, organise and prioritise to meet deadlines	E	A/I
Ability to produce meeting minutes and documents of a high quality	E	I/T
Ability to use own initiative and take action accordingly	E	I
Excellent attention to detail	E	I
Ability to use IT packages including word processing, spreadsheets and presentation software	E	I
Ability to use relevant office equipment effectively	E	I
Ability to build effective working relationships with colleagues	E	I/T
Understanding of data protection and confidentiality	E	A/I
Understanding of safeguarding	D	A/I
Ability to maintain confidentiality.	E	A/I
Ability to organise and prioritise work, use own initiative and work as part of a team.	E	A/I
Customer orientated.	E	A/I
Ability to build effective working relationships with staff and other stakeholders	E	A/I
Ability to adapt and be flexible to the needs of the school.	E	A/I
Additional Requirements		
Willingness to undertake ongoing First Aid training to maintain knowledge and awareness	E	A/I
Knowledge of Special Educational Needs	E	A/I
Commitment to promoting the ethos and values of the school and Trust and		

getting the best outcomes for all pupils	E	A/I
Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the reputation of the school	E	A/I
Commitment to a team approach; exchanging ideas and providing support to colleagues where needed	E	A/I
Ability to work under pressure and prioritise effectively	E	A/I
Commitment to maintaining confidentiality at all times	E	A/I
Commitment to safeguarding and equality	E	A/I
Embraces change well	E	A/I
Deals with difficult situations effectively	E	A/I
Patient, flexible and adaptable, meticulous and conscientious	E	A/I
Willing to undertake training and continuous professional development in connection with the post.	E	A/I
Willingness to undertake an Enhanced DBS disclosure.	E	A/I

This job description may be amended at any time in consultation with the postholder.

Last review date: May 2026