

# ANNUAL REVIEW AND ADMINISTRATION ASSISTANT

## Role Profile

<b>Title</b>	Annual Review and Administration Assistant	
<b>Grade</b>	GRADE C	
<b>Reference:</b>	N1884s	
<b>Reports to:</b>	Special Educational Needs Coordinator	
<b>Work style Definition</b>	Fixed base office worker	
<b>Job Type:</b>	Customer Facing Worker	
<b>Primary purpose of role</b>	To provide high-quality administrative support for annual reviews, ensuring the smooth and efficient organisation of said reviews for pupils with Education, Health and Care Plans (EHCPs). This includes preparing documentation, informing parents and professionals of meetings.	
<b>Key accountabilities and key measures</b>	<p><b>Role outcomes</b></p> <ul style="list-style-type: none"> <li>EHCP &amp; SMAP paperwork and data prepared and updated accurately – 70%</li> <li>Professionally and appropriately communicate with parents and outside professional bodies – 10%</li> <li>Maintain pupil records – 5%</li> <li>Assist with general administrative duties – 15%</li> </ul>	<p><b>Role measures</b></p> <ul style="list-style-type: none"> <li>Reduction of Parent Support advisor workload</li> <li>Reduction of teacher workload</li> <li>Parental communication increased</li> <li>Pupil records accurately maintained and reflected in census.</li> </ul>
<b>Key activities</b>	<p><b>Annual Review Coordination – 60%</b></p> <ul style="list-style-type: none"> <li>Maintain a timetable for all annual reviews across the school year, ensuring compliance with statutory deadlines.</li> <li>Prepare paperwork for reviews by transferring relevant information from the previous year's documentation.</li> <li>Ensure teachers have accurate, up-to-date review paperwork ready to add pupil progress and current information.</li> </ul> <p><b>Meeting Administration – 10%</b></p> <ul style="list-style-type: none"> <li>Circulate invitations to parents, carers, and external professionals in a timely manner.</li> </ul>	

	<ul style="list-style-type: none"> <li>Send reminders via email, text, or phone to parents/carers to support attendance and engagement.</li> </ul> <p><b>Record Keeping &amp; Communication – 20%</b></p> <ul style="list-style-type: none"> <li>Maintain accurate records of invitations sent, responses received, and attendance at reviews.</li> <li>Ensure that documentation is completed and distributed following annual reviews.</li> <li>Handle sensitive information in line with data protection and safeguarding requirements.</li> </ul> <p><b>ParentPay – 5%</b></p> <ul style="list-style-type: none"> <li>Input details of school trips for access by parents regarding payment for trip.</li> <li>Input details of cookery classes for access by parents regarding payment for ingredients.</li> <li>Support parents in any queries that may arise.</li> </ul> <p><b>Free School Meals – 5%</b></p> <ul style="list-style-type: none"> <li>Liaise with Plymouth City Council regarding Free School Meals and allocation of Free School Meal holiday time vouchers.</li> </ul>
<b>Essential qualifications/knowledge</b>	<ul style="list-style-type: none"> <li>GCSE qualifications or equivalent and a good standard of literacy and numeracy.</li> <li>Competent IT skills, including experience using Microsoft Office, email, internet, and school systems.</li> </ul>
<b>Desirable qualifications/knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge of EHCP processes and SEND procedures.</li> <li>Working knowledge of relevant policies and awareness of legislation e.g. Child Protection, Safeguarding, GDPR and Health and Safety.</li> </ul>
<b>Essential experience</b>	<ul style="list-style-type: none"> <li>Strong organisational and time management skills with the ability to prioritise.</li> <li>Proficiency in Microsoft Office and online meeting platforms e.g. Teams.</li> <li>High attention to detail and accuracy when handling pupil data and reports.</li> <li>Understanding of confidentiality, safeguarding, and data protection responsibilities.</li> </ul>
<b>Desirable experience</b>	<ul style="list-style-type: none"> <li>Previous experience working in a school or educational setting.</li> <li>Experience in an administrative support role.</li> </ul>
<b>Essential skills</b>	<ul style="list-style-type: none"> <li>Proficient in both written and verbal communication.</li> <li>Is flexible, reliable, and thrives in a collaborative team.</li> <li>Ability to work under pressure and to deadlines.</li> <li>Ability to work independently as well as part of a team.</li> </ul>

	<ul style="list-style-type: none"><li>• Ability to communicate confidently and effectively at all levels e.g. Leadership team, teaching staff, parents and local authority staff.</li><li>• Professional, discreet, and trustworthy.</li><li>• To be able to work on own initiative.</li></ul>
<b>Corporate standards</b>	<ul style="list-style-type: none"><li>• In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.</li><li>• Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures.</li><li>• Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.</li><li>• Undertake all duties with due regard to the corporate equalities policy and relevant legislation.</li></ul>