

## Job Description – SEND Administrator

### SEND Administrator

**Responsible to:** SENDCO

**Salary details:** OAT Grade 2

**Vision and purpose:-**

- To provide a professional and confidential administrative service for the SEND Team.
- To provide support with administration tasks within other departments as required.

**Key responsibilities:**

- Provide overall administration support in order to assist with the annual review process for all learners.
- Produce templates, forms and resources as directed.
- Deal with SEND related correspondence.
- To support with the maintenance of SEND filing systems, archiving/retrieval and disposing of SEND information as appropriate.
- To produce letters as required.
- All administrative and clerical duties required to support the SENDCO
- Assisting with the organisation of open days, parents' evenings, SEN review evenings.
- Liaise with class teachers to ensure that reports and contributions are completed in a timely manner.
- Contribute to the maintenance of SEND pupil records.
- Support data collection for SEND reporting.
- Assist with administration surrounding SEND pupil transitions, including admissions, new starters and leavers.
- Support preparation for inspections and audits.
- To support in liaising and organising visits from external agencies such as Inclusion support
- Attend meetings and take minutes as and when required

**Other duties:-**

- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- This job description may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.

**Due to the nature of this job, it will be necessary for the appropriate level of Disclosure Barring Service to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (amendments) Order 1986.**

**Therefore, applicants are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.**

## GEORGE SALTER ACADEMY

### Person Specification – SEND Administrator

Category	Essential	Desirable	Method of Assessment
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• GCSEs (or equivalent) including English and Maths at Grade 4/c or above</li> </ul>	<ul style="list-style-type: none"> <li>• Training related to administration</li> </ul>	Application form Certificates Interview
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• Willingness and ability to work within a team</li> <li>• Willingness to learn new skills and acquire new areas of knowledge</li> <li>• Understanding of confidentiality, data protection and safeguarding requirements in educational settings</li> </ul>		Application form Interview
<b>Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in an administrative role within a school or similar environment</li> <li>• Proficient in Microsoft Office use</li> <li>• Strong organisational, planning and time management skills</li> </ul>		Application form Interview References
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to plan, organise and prioritise effectively to meet deadlines</li> <li>• Ability to maintain confidentiality in the light of handling sensitive information</li> </ul>		Interview References