

The Special Partnership Trust

A community which aspires together

Delivered by:

An ambitious, inspirational partnership of outstanding learning.

Achieved by:

An integrated Trust with strong leadership at all levels in delivering outstanding educational outcomes, empowering pupils, parents, and staff to strengthen our community even further.

JOB DESCRIPTION

Job Title:	Pupil Services Administrator – (EHCP, SENCo Support and Fundraising) 22.5 hours 9:30 – 2:30 5 days
Salary:	£27,814 £27,814 FTE per annum/pro rata
Base:	Doubletrees School

Main Purpose of Job:
To lead and coordinate the administration of the EHCP process across the school, ensuring statutory timescales, documentation and communication are managed accurately and efficiently. The postholder will provide administrative support to the SENCo and wider pupil processes, including exceptional needs administration, new admissions consultations, CiC and PEP administration, alternative provision, outreach packages and the school’s developing training offer. The role will also support general school administration where required and contribute to the school’s fundraising capacity through grant applications and related administrative activity.

Main Duties and Responsibilities:
<ul style="list-style-type: none"> • To lead and coordinate EHCP administration, including annual reviews, transition reviews and other EHCP-related meetings, ensuring documentation, reports, minutes and outcomes are completed accurately and within required timescales. • To monitor statutory deadlines, review cycles, outstanding paperwork and follow-up actions, escalating concerns where timescales may be at risk. • To liaise professionally with parents, carers, Local Authority SEND teams, external professionals and school staff in relation to EHCPs, consultations, amendments, funding queries and agreed actions. • To provide administrative support to the SENCo, including letters, professional documents, meeting preparation, reports, minutes, action logs and standard templates. • To support exceptional needs administration, new admissions consultations and funding-related paperwork, including preparing, collating and maintaining relevant documentation. • To maintain accurate, secure and confidential pupil SEND records, including records of external professionals involved with pupils and updates to CPOMS or other school systems as required. • To provide Children in Care (CiC), Personal Education Plan (PEP), alternative provision and outreach administration. • To support the coordination and administration of outreach packages and the school’s developing training offer, including enquiries, bookings, communication with schools and professionals, preparation of resources, follow-up actions and evaluation information.

- To support audit, compliance and readiness checks for pupil files, EHCP records and SEND documentation.
- To ensure meeting rooms and hospitality are prepared for EHCP and related meetings.
- To cover Reception if needed and provide general administrative support for pupil processes and wider school administration as required.
- To identify suitable grant opportunities, prepare and submit applications, maintain records and support the school to maximise fundraising capability.

General – applicable to all Trust roles:

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the academy's and the Trust's pupils at all times
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance
- To adhere to Trust values and behaviours
- To be aware of and adhere to all Trust policies and procedures
- To be responsible for your own continuing self-development and attend meetings as appropriate
- To undertake other duties appropriate to the post as required

Person Specification:			
	Essential	Desirable	Recruiting method
Education and Training	Attainment of 5 GCSEs grade A-C / 9-4, or equivalent, including English and Maths.	NVQ Level 2 or above in business administration, customer service, clerical work or a related field. Relevant training linked to SEND, EHCPs, school administration, fundraising or grant applications.	Application
Skills and Experience	Experience of working in a busy administrative role. Strong organisational skills, including the ability to manage deadlines, prioritise tasks and follow up actions. Good communication skills and the ability to liaise professionally with parents, carers, colleagues and external professionals. Ability to maintain accurate and confidential records.	Experience in a school, SEND, health, care or public-sector environment. Experience supporting meetings, including agendas, minutes and action tracking. Experience of pupil records, EHCPs, SEND processes or statutory review administration. Experience supporting events, training bookings,	Application/ Interview

	<p>Ability to use digital systems to prepare documents and track information.</p> <p>Ability to work flexibly and respond calmly to competing priorities.</p>	<p>outreach activity, fundraising or grant applications.</p>	
Specialist Knowledge and Skills	<p>Good working knowledge of Microsoft Office / Microsoft 365, including Word, Outlook and Excel.</p> <p>Accurate typing, document preparation and record-keeping skills.</p> <p>Understanding of confidentiality, data protection and the importance of handling pupil information securely.</p> <p>Demonstrates an awareness, understanding and commitment to safeguarding children and young people.</p> <p>Demonstrates an awareness, understanding and commitment to equal opportunities.</p>	<p>Awareness of EHCPs, annual reviews and SEND terminology, or willingness to undertake relevant training.</p> <p>Awareness of CPOMS, Arbor, SIMS or similar school information systems.</p> <p>Awareness of grant application, fundraising, outreach or training administration processes.</p>	<p>Application/ Interview</p>

Special Conditions related to the post:

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All new employees will be required to undertake mandatory training required by the Trust.

Trust Benefits:

Our Trust is committed to providing employee benefits that motivate and reward our employees.

Our benefits include:

- A competitive salary
- Attractive terms and conditions including holidays
- Eligibility to join the local government pension scheme/Teachers pension scheme
- Family friendly policies
- Local and national discount schemes and initiatives
- Continued professional development support
- Flexibility to work across the Special Partnership Trust, the largest SEN provider in the county
- Support for the wellbeing of staff