



The Aylesbury Vale Academy

RESPECT | ASPIRATION | RESILIENCE

## SEND ADMINISTRATOR – PRIMARY PHASE



Chair of Governors: Mrs C James

Principal: Mr G Gibson



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## **SEND ADMINISTRATOR – PRIMARY PHASE**

### **JOB DESCRIPTION**

#### **JOB PURPOSE**

The sponsors' vision, ethos and values will underpin the day-to-day work of the Academy. The postholder is expected to support the effective administration and co-ordination of Special Educational Needs and Disabilities (SEND) provision as well as general school administration.

The SEND Administrator will provide efficient and effective administrative support to the SENDCo, contributing to the smooth running of SEND processes, accurate record keeping and communication with staff, parents/carers and external agencies.

To follow the Academy's Safeguarding policy and procedures and ensure the wellbeing of all students in their care is their priority.

#### **ACCOUNTABILITY**

The SEND Administrator is accountable to the SENDCo and the Office Manager.

#### **DUTIES AND RESPONSIBILITIES**

To provide high-quality administrative and organisational support for SEND provision, ensuring that systems, records and communication processes are accurate, up-to-date and compliant with statutory requirements.

##### **Administrative Support**

- Maintain accurate and up-to-date SEND records, including pupil files and provision maps.
- Support the preparation, distribution and filing of Individual Provision Maps (IPMs)/support plans.
- Assist with the administration of Education, Health and Care Plan (EHCP) applications and reviews.
- Organise and co-ordinate SEND review meetings, including invitations, room bookings and documentation.
- Take and distribute minutes of meetings with parents/carers, staff and external professionals.
- Ensure all SEND documentation is stored securely and in line with GDPR requirements.

##### **Communication and Co-ordination**

- Act as a point of contact for SEND related queries from staff, parents/carers and external agencies.
- Liaise with external professionals (eg educational psychologists, therapists) to arrange visits and share information as directed.
- Support communication between the SENDCo, teaching staff and support staff.
- Assist in preparing reports and documentation for internal and external use.



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## **Data and Systems**

- Maintain SEND registers and databases, ensuring accuracy and regular updates.
- Support the tracking and monitoring of pupil progress data for SEND pupils.
- Assist in producing reports and summaries of SEND data as required.
- Ensure statutory deadlines (eg EHCP reviews) are tracked and met.

## **General Office and Administrative Duties**

- Provide general administrative support under the direction of the SENDCo and Office Manager.
- Assist with filing, photocopying and document preparation.
- Support the organisation of training events and SEND related activities.
- Contribute to maintaining an organised and efficient office environment.

## **Support for SEND Provision**

- Assist in the preparation of resources and materials for SEND interventions.
- Support the implementation of administrative processes related to SEND provision.
- Promote an inclusive ethos through efficient and professional administrative support.

## **Other Duties**

- Undertake any other administrative duties appropriate to the grade of the post as directed by the SENDCo, Office Manager or Headteacher.

## **Expectations**

The SEND Administrator is expected to:

- Maintain confidentiality at all times
- Have a good working knowledge of school policies relating to SEND, safeguarding and inclusion.
- Attend relevant training and development as required.
- Work professionally and collaboratively with staff, pupils, parents/carers and external agencies.

## **Health and Safety**

All staff are required to take reasonable care for their own health and safety and that of others in accordance with school policies.



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## PERSON SPECIFICATION

Criteria	Qualifications and Training
Essential	<ul style="list-style-type: none"><li>• GCSEs (or equivalent) including English and Maths</li></ul>
Desirable	<ul style="list-style-type: none"><li>• Administrative or relevant support qualification</li><li>• Safeguarding training (or willingness to undertake)</li></ul>
	Knowledge and Experience
Essential	<ul style="list-style-type: none"><li>• Experience of working with confidential information</li></ul>
Desirable	<ul style="list-style-type: none"><li>• Experience in an administrative role (school-based)</li><li>• Knowledge of SEND processes and the SEND Code of Practice</li><li>• Familiarity with school data systems</li></ul>
	Skills and Abilities
	<ul style="list-style-type: none"><li>• Strong organisational and administrative skills</li><li>• Excellent written and verbal communication</li><li>• High level of accuracy and attention to detail</li><li>• Ability to manage workload and meet deadlines</li><li>• Ability to work collaboratively with staff and external professionals</li><li>• Professional and approachable manner when dealing with parents/carers and stakeholders</li><li>•</li></ul>