

<b>TITLE:</b>	Administrative Assistant - SEND
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<b>GRADE:</b>	G6 (SCP 6-11)
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<b>PURPOSE OF THE POST:</b>	<p>To provide efficient administrative and organisational support to the SEND department in ensuring that pupils with special educational needs and disabilities receive appropriate support.</p> <p>To ensure the provision of a friendly, welcoming and informative point of contact for parents, students and staff.</p> <p>To support other aspects of school administration, with specific support for SEND.</p>
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### **DUTIES AND RESPONSIBILITIES:**

#### **Administrative and Organisational support**

As part of a team, administer important services for students and staff including, but not limited to:

- To provide administrative support to the SEND department including the maintaining of up-to-date records.
- To support the accurate maintenance of the school SEND Register.
- Ensure that all student SEND documentation, as part of admissions processes, are acquired, recorded and filed.
- To support the transition from paper based to electronic records.
- The processing and production of letters, emails, reports, spreadsheets, databases and any other information or documentation which may be required by parents, staff or students.
- Provide an efficient diary/meeting booking system.
- Utilise SEND IT management systems to support APDR processes.
- To monitor and triage parental contact, ensuring that responses are within a timely manner.
- To provide support and advice to parents regarding SEND processes and timelines.
- Take minutes of meetings when required, collating information prior to meeting and sharing outcomes.
- Meet and greet students and visitors providing external services including showing them to their appointment, helping them set up and resolving any problems on the day.
- Organise the provision of key SEND resources including but not limited to stationery, printing, photocopying and overlays.
- To support exam access arrangements processes. Including but not limited to; the maintenance of student evidence folders, ensuring the efficient administration of access arrangements assessment and collaboration with the Exams Officer to ensure the effective implementation of access arrangements.
- Ensure high standards of presentation of SEND areas including displaying up to date printed information for use by all stakeholders.
- To support the accurate maintenance of student records.

## **Point of Contact**

- To ensure the provision of a friendly, welcoming and informative enquiry point for parents, students and staff, 'triaging' enquiries, identifying appropriate sign posting and relevant information.
- Contact with parents of students with SEND needs in support of attendance monitoring.
- Meet and greet students/parents and visitors to SEND, providing an initial welcome, dealing with any problems or queries and helping them navigate the organisation.
- Respond proactively to ensure an excellent level of service for all students and maintain responsibility for a student, visitor or enquiry until their query has been resolved.

## **Miscellaneous**

- Undertake appropriate training as required in order to be able to fulfil the duties and responsibilities that are required.
- To undertake such other duties that may from time to time be reasonably requested.
- To participate in the process of annual review.
- To be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- To co-operate with the employer on all issues to do with Health, Safety and Welfare.
- To increase school capacity in the administering of basic first aid within the guidelines outlined in legislation, Health & Safety regulations and DFE recommended guidelines.
- These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

**37 hours per week term time only + 5 days. Daily hours to cover the school working day.**

All employees contribute to the safety and wellbeing of the children and young people in the school.

This job role sits alongside the requirement for staff to abide by all school policies and relevant national and local requirements including terms and conditions and national standards. This job profile is not exhaustive and the post holder may be required to undertake other duties as necessary and appropriate.

Note: This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed.

**All posts at the school are subject to a six month probationary period.  
Confirmation of the position is subject to satisfactory completion of this period.**