

SET IXWORTH JOB DESCRIPTION

SEND ADMINISTRATOR

37.5 HOURS PER WEEK, MONDAY TO FRIDAY, TERM TIME PLUS 1 WEEK

Line Managers job title:	SENCo
Salary:	Point 12- 17 of the Support Staff Salary Scale FTE: £26,421 - £28,770 per annum Pro rata: £23,238 - £25,762 per annum
Tenure:	Permanent
Contract type:	Term Time plus one week
Hours per week:	37.5 Hours per week Usually 8:00 to 16:00 but negotiable

THE POST

SET Ixworth is a member of the Seckford Education Trust (SET).

We are looking for a hard-working and enthusiastic person with high standards and the ability to communicate and interact effectively with others as part of our school as a SEND Administrator.

SEND Administrator will be appointed to support the SENDCo & SEND Team, to ensure smooth delivery of our SEND provision.

Including but not exclusive to the following:

- Dealing with highly confidential and sensitive issues regarding staff, students and external agencies.
- Provide support to the SENDCo (and SEND Team as directed by the SENDCo), and in accordance with the policies and procedures of the School to support the School's aims, priorities, targets and action plans.
- Liaise with all stakeholders including parents, families, students, staff, external agencies and Trust colleagues to ensure effective provision for learners with SEND.
- To provide the first point of contact within the SEND team for all communications.
- To effectively triage communication to ensure effective responses to all stakeholders
- Ensure statutory records and documentation are kept up to date through efficient use of systems and filing including providing information to all appropriate stakeholders for the effective provision for learners with SEND, responding to internal and external deadlines as required.

- To prepare a wide range of SEND related paperwork including but not limited to EHCNA applications, EHCP reviews, referrals for specialist provision, referrals to SEND specialist agencies alongside the accurate maintenance of individual SEND records.
- To oversee the data entry relating to SEND Support Plans, SEND Overview, Provision Map, and other key systems as directed, to inform strategic planning and operational practice.
- To ensure that the Arbor (our school data system) remains consistently updated with accurate SEND learner information to inform data analysis including assessment points and census.
- To maintain an overview of caseload actions through effective record keeping on behalf of the SENDCo and SEND Team
- To coordinate the SENDCo's diary to ensure maximum and effective use of time.
- To arrange, attend and minute meetings as required.
- To provide excellent customer service and communication at all times to staff, students, parents / carers and external agencies and respond to enquiries in a timely and effective manner.
- Build effective professional relationships internally and externally to the School in particular with the SENDCo, Headteacher, SLT, school staff, administration, reception, site, IT and catering teams and SET colleagues which whom close collaboration is required.
- To be responsible for and taking ownership of day-to-day activities, general administration including filing, compilation of correspondence and post.
- On appointment, the successful candidate will be required to complete a six-month probationary period.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

PERSON SPECIFICATION

The professional competencies expected of the SEND Administrator are:

To carry out responsibilities, commensurate with your position, as defined within the following policies and procedures:

- Equal Opportunities
- Health, Safety & Welfare
- Child Protection / Safeguarding
- Data Protection
- Risk Management

To attend training and meetings as necessary and cascade any relevant information to relevant staff and stakeholders as appropriate.

Be an excellent role model for all members of staff and for students in all aspects of school life. To be an exemplar of all school policies and practices to include risk assessments as appropriate. To actively promote the aims of the SET Ixworth.

Support, promote and comply with decisions and policies agreed by SLT and the Trustees.

To undertake any other similar duties of this level as required by the SENDCo.

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Be able to multi-task and work under pressure;
- Be flexible and resilient in managing and executing their daily responsibilities;
- Able to demonstrate strong planning and organisational skills;
- Willingness to accept responsibility for your own actions;
- The ability to prioritise effectively, meet deadlines and accept challenges.

JOB SPECIFICATION

General Responsibilities

The SEND Administrator is responsible for the smooth delivery of our SEND provision.

Specific Responsibilities

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

To carry out such particular duties as the SENDCo may reasonably direct from time to time.

Administration Duties:

- Managing the SENDCo's diary by booking / rescheduling appointments as required.
- Screening enquiries and requests via telephone, email, post as appropriate, escalating urgent communications to / for the SENDCo / relevant staff as appropriate
- Organise and attend meetings as needed and ensure the SENDCo is well-prepared for all meetings, taking minutes as appropriate
- Meet and greet visitors and prepare refreshments as required
- Assist with the collation of the School calendar on annual basis to ensure all SEND statutory duties are adequately included
- Proof-reading correspondence and using mail merge as required
- Send School Communication messages as required to parent/carers
- Ensure that complex forms are completed and submitted as required ie. Referrals, EHCP Reviews, Census
- Regular archiving / destruction of files / documents to ensure compliance with the General Data Protection Regulation and data retention schedule
- Assist with the administration / organisation of SEND team wellbeing activities
- Creating and coordinating programmes for visitors as requested by the SENDCo e.g Trust visits, Visits to Alternative Provisions, interview processes
- Work in an organised manner ensuring filing is complete, operate a clear desk policy at all times.
- Liaise with IT support to update the SEND website.

- Organise and support with transition – organising and contacting primary schools, parents and the LA if needed.

Human Resources:

- Liaise with SET HR over personnel responsibilities associated with the recruitment and selection of staff e.g drafting adverts and job descriptions, coordinating interviews and references and setting up systems prior to new staff arrival.

Finance:

- Maintain the Costed Provision Map under the direction of the SENDCo to ensure effective monitoring of SEND spend.
- Assist the SENDCo in relation to applications for High Needs Funding
- Participate in the annual external audits by providing the requested documentation in a timely manner where appropriate.
- Oversee the timeline and process for renewal of SEND service subscriptions.

Training:

- Arranging specific staff training as requested by the SENDCo, e.g., Steps, High Quality Teaching training to ensure compliance with statutory requirements and as identified in staff needs.

Policies:

- Maintain the SEND related policy review schedule and amend / draft new policies under the direction of the SENDCo as required for review by the Headteacher and Trustees.
- Ensure statutory policies are available on the website.

General & personal responsibilities

To carry out responsibilities, commensurate with your position, as defined within the following policies and procedures:

- Equal Opportunities
- Health, Safety & Welfare
- Child Protection / Safeguarding
- Data Protection
- Risk Management

To attend training and meetings as necessary and cascade any relevant information to relevant staff and stakeholders as appropriate.

Be an excellent role model for all members of staff and for students in all aspects of school life. To be an exemplar of all school policies and practices to include risk assessments as appropriate. To actively promote the aims of the SET Ixworth.

Support, promote and comply with decisions and policies agreed by SLT and the Trustees.

To undertake any other similar duties of this level as required by the SENDCo.

Safeguarding | Child Protection

In accordance with the School's commitment to follow and adhere to the Department for Education's guidance entitled "Safeguarding Children and Safer Recruitment in Education" (January 2007) and all other relevant guidance and legislation in respect of

safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. You are also required to know and comply with the DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People (January 2009). You are required to have satisfactory Enhanced DBS clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of SET Ixworth or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

General Data Protection Regulation (GDPR)

The post holder will hold and process any personal data including sensitive (special category) personal data relating to students and parents / carers in accordance with our legal obligations, for the purposes of safeguarding and child protection and in the manner set out in the Privacy Notice for parents and students and in accordance with our Data Protection Policy which can be accessed via the Headteacher at your request.

Freedom of Information

The post holder must be aware that any information held by the School in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.

Physical Demands

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

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.

The School 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.

SET Ixworth is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

SET Ixworth
PERSON SPECIFICATION: SEND ADMINISTRATOR

Criteria

Qualifications / Education / Training	Essential / Desirable	How Assessed? Application (A) Interview (I) Task (T)
Qualified to at least level 3 (A level equivalent) including Maths and English GCSE (Grades A-C) or equivalent	E	A/I
Experience	Essential / Desirable	How Assessed? Application (A) Interview (I) Task (T)
Experience working in a school environment within the SEND sector	E	A,I
Experience of working in a school administration environment	E	A,I
Skills, Knowledge and Level of Competency	Essential / Desirable	How Assessed? Application (A) Interview (I) Task (T)
Knowledge of school systems such as ARBOR or equivalent or the willingness to learn / undertake training on key databases / systems	D	A,I
Focused on the provision of excellent services to all customers (this will include staff, students, parents / carers and visitors to the School)	E	A,I
Excellent knowledge and use of Microsoft Word, Outlook, Excel, Powerpoint	E	A/T
Excellent organisational and time keeping skills	E	A/T
Outstanding communication skills and pleasant telephone manner	E	A/I
Ability to deal with sensitive issues with tact, discretion and diplomacy and able to respect the confidentiality of information.	E	A/I/T
Ability to relate well to students and supporting them to fulfil their potential	E	A/I
Highly organised and efficient, enabling excellent prioritisation of work	E	A/I/T
Ability to prioritise and experience of deciding the relative urgency of tasks	E	A/I/T
Flexibility and adaptability	E	A/I/T
Ability to devise excellent filing systems and provide an efficient and responsive administrative service	E	A/I
Evidence of identifying creative, imaginative and entrepreneurial areas for improving office/administration efficiency and making appropriate recommendations	E	A/I

Proactive, instinctively resourceful, forward thinking, solutions provider, focused on outcomes and able to work predominantly on own initiative as well as part of a team	E	A,I, T
Commitment to and promotion of safeguarding the welfare of children, young people and vulnerable adults and an understanding of the safeguarding practices applicable to working within a School environment	E	A,I
Personal Qualities	Essential / Desirable	How Assessed? Application (A) Interview (I) Task (T)
A sense of humour	E	A/I
Have expert attention to detail to ensure the accuracy of data and work in an organised and structured way	E	A,I/T
Ability to work in a time pressured environment and to meet agreed deadlines, sometimes at short notice	E	A,I/T
Persistent and resilient approach to work	E	A/I
Enjoys working collaboratively and seeking collaborative opportunities	E	A/I
Continuously improving and commitment to own personal and professional development	E	A/I

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

HOURS OF WORK

Paid Weeks per year	Term Time plus 1 weeks (Usually 39 weeks)
Hours per week	37.5 hours
Normal working Pattern	Monday – Friday 8:00am – 16:00pm
Unpaid Breaks	30 minutes lunch break where the working day exceeds 6 hours
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.

Annual leave entitlement	Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.
CPD Days	CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days. Any additional time required for CPD can be claimed on a timesheet.

REMUNERATION

- Point 12- 17 of the Support Staff Salary Scale
- FTE: £26,421 - £28,770 per annum
- Pro rata: £23,238 - £25,762 per annum

New post-holders will normally be appointed on the lower point of the salary scale, which will be reviewed on successful completion of the probationary period, depending on skills and experience.

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff.

MID-YEAR ADJUSTMENTS – TERM TIME/TERM TIME PLUS

Salary payments are averaged out over the 12 months of the Academic Year. If you begin employment with the Trust during the Academic Year, or you have changes made to your contract, a Mid-Year Adjustment calculation will be made. This is to ensure that employees are only paid for work they will do over the remaining months of the Academic Year. This is worked out based on working days of the term time calendar not an equal division of full months to be worked.

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff.

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

PRE-EMPLOYMENT CHECKS

Seckford Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

