



Admin Officer and SEND Admin - Job Description and Personal Specification

35 Hours per week (41 Weeks) – Term Time Only (TTO) + 10 Days in holidays

Time: 8.00am to 4.00pm (1-hour unpaid lunch break)

Reporting to: SENCo and SBM

Salary: £ 27,869 (Paid Monthly, 15th of each month)

Roles and Responsibilities

SEND Admin - Duties and responsibilities

General administration

- o Update manual and computerised record/information systems (Provision Map, Arbor) with external agency targets/reports and doctor letters etc.
- o Ensure pupil filing cabinet is up to date
- o Monitor Learning plans on provision map and update as directed by SENCO
- o Using external agency available dates, create excel spreadsheets of pupil sessions e.g. speech therapy, ensuring that there are no clashes with lunchtime/IS/PE for pupils
- o Book less frequent external agency visits with relevant staff e.g. Physiotherapy assessments
- o Update and maintain the school calendar for SENCO appointments with external agencies, parents, review meetings etc. Ensure all staff are made aware with adequate reminders set.
- o Manage SENCO email inbox and maintain telephone contact with parents as directed by SENCO
- o Liaise with school staff to organise support sessions ensuring all information is shared in a timely and effective manner
- o Manage and organise completed forms from parents
- o Deal with basic parental queries and support and inform the SENCo.
- o Manage and organise forms for completion by class teachers/Teaching Assistants under the guidance of the SENCO.
- o Book training courses for all staff
- o Order, monitor and manage stock, ensuring best value following the school's purchasing processes
- o Carry out filing, printing, scanning and photocopying as needed
- o Draft fill documents for review by SENCO including referrals and applications
- o Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- o Gather and securely store the collection of confidential and non-confidential reports from external agencies that are required to complete the EHCP review/ EHCNA process in both paper and electronic format.
- o Provide overall administration support in order to assist with the annual review process for all learners including: scheduling annual reviews, inviting all relevant stakeholders, ensuring all documentation required for the process has been received in advance.
- o Provide administrative support for more complex meetings by agreeing agendas, recording and typing minutes.
- o Become familiar with the requirements of different Local Authority expectations and paper work.

- o Control access to pupil information via the school IT systems, policies and procedures
- o Ensure all information is stored securely at all times
- o Maintain parent confidentiality at all times and use CPOMS/Provision maps to log all interactions
- o To understand the meaning of confidentiality and maintain it at all times, ensuring compliance with GDPR with regards to handling and storage of data as well as any sensitive information.

Written communication

- o Write and send email responses that are professional and uphold the school's vision and values
- o Assist with marketing and promoting the school in events, training sessions and outreach work.

Other areas of responsibility

- o Read and follow the relevant school policies, school processes and procedures.
- o Identify personal training needs and undertake relevant training required to develop in the role
- o Ensure all duties and responsibilities are undertaken in line with the school's health and safety policy
- o Contribute to the safety of children and young people and protect them from harm
- o Maintain an up-to-date knowledge of school safeguarding arrangements
- o Gain an understanding of the legal definition of Special Education Needs and Disabilities (SEND) and be familiar with the SEND Code of Practice.
- o To work as part of a team liaising, advising and consulting where appropriate.

Admin Officer - Duties and responsibilities

Club Provision

- o Managing the after-school club provision for pupils
- o Using ParentPay to set up payments and create club reports (Every term)
- o Creating activity groups/registers on the MIS
- o Creating visual content
- o Keeping parents informed
- o Dealing with the daily operations of club
- o Managing external clubs – ID checks, Invoices etc

Gatton Swimming Club (Adult swimming)

- o Setting up payment links for ladies swimming courses.
- o Updating the GSC mailing list.
- o Advertising GSC courses termly, including creating posters and sending emails to GSC mailing list.
- o Taking bookings and responding to email and phone queries.
- o Creating registers / spreadsheets with swimmers personal and emergency data.
- o Creating and sending out Terms and Conditions document as well as Swimmers Agreement document to all participants.
- o Liaising with swimming instructors and premises officers to update them on all GSC details.
- o Create termly governors' reports.

Medical and Welfare

- o Log all long-term medication.
- o Create and update medical profiles and medical lists for all classes.
- o Carry out termly checks for all long-term medication kept in classes.
- o Order all first aid supplies for the school and keep up to date with stock for all classes and trips.
- o Maintain all in class first aid bags and allergy lanyards.
- o Dealing with medical queries from parents.
- o Filing all medical forms and care plans after uploading relevant information.

Admissions and Attendance Assistance

- o Send monthly attendance and punctuality update emails to all parents.
- o Answer queries from parents relating to monthly updates.
- o Generate lists of children to receive attendance and punctuality awards at the end of each term.
- o Assist the attendance officer with the planning and ordering of awards.
- o Assist the admissions officer with admissions queries and data mining.
- o Input data from SIF forms.
- o Data input for new admissions including Reception and in-year EHCP consultation applicants.

General Admin Role

- o Answer calls and respond to emails.
- o Assist parents with in-person queries.
- o Daily register checks and logging of absences/lates.
- o Administering of short-term medication.
- o Creating files and filing all paperwork received for new pupils.
- o Maintaining pupil files.

Personal Specification

	Essential	Desirable
Knowledge and Skills	<ul style="list-style-type: none"> • Proven ability to manage admin tasks • Able to multitask • Excellent ICT skills (MS Office, teams, sims) • Proactive approach to problem solving • Ability to prioritise, organise and complete tasks within set deadlines • Excellent interpersonal and communication skills • Good punctuality and attendance • Committed to raising standards and continuous improvement • Have a positive and professional approach to work • Work with integrity and uphold the ethos of the school 	<ul style="list-style-type: none"> • Demonstrated project management capabilities and strong sense of accountability • Aware of relevant legislation • Excellent Numeracy and literacy skills • Full working knowledge of relevant polices and codes of practice • Attention to detail
Qualifications and Training	<ul style="list-style-type: none"> • GCSEs • Relevant Level 3 qualifications 	<ul style="list-style-type: none"> • MS Office qualification • Touch type proficiency
Experience	<ul style="list-style-type: none"> • Experience within a school environment • Compliance and workplace safety 	<ul style="list-style-type: none"> • SEND code of practise

Disclosure and Barring Service

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and barring Service (DBS) as part of the school's pre-employment checks. Please note that additional information referring to the DBS is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

Annual Leave - Term time Only (TTO)

An allowance is made in the T.T.O. formula (notional pay and hours calculation) for annual leave and bank holidays. The entitlement for this calculation is:

- 27 + 2 statutory days per year (-5 years service)
- 29 + 2 statutory days per year (+5 years service)
- Plus 8 bank holidays
- Plus 1 concessionary day

As an allowance has been made for annual leave in the calculation of the salary, there is no entitlement to take annual leave.

Signed Staff Member:

Signed Headteacher: