

Paddock School	Job Title: EHCP and Admissions Officer
Grade: Scale 6 Spinal point: 18 – 20	Responsible for: Part time admin assistant (Performance managed by Head of Operations)
	Working Hours: 36 per week TTO / AYR: Term Time only

Main Job Purpose

The EHCP and Admissions Officer ensures that the EHCP and admissions process at Paddock School is efficient and provides a high level of internal and external customer satisfaction.

The EHCP and Admissions Officer is responsible for liaising with parents, the local authority, health and social care staff, school staff, interpreters and other agencies and ensures the school is seen as welcoming, friendly and efficient.

The EHCP and Admissions Officer promotes and contributes to the vision, values and aspirations of the school.

Accountabilities

The EHCP and Admissions Officer is accountable for the smooth running of the EHCP and Admissions process in school, setting dates, contacting the relevant contributors and preparing documentation and completing the process to the satisfaction of school SLT and Local Authority officers and case managers.

The EHCP and Admissions Officer will manage, record/collate pupil, services and stakeholder information and data, ensuring a high degree of confidentiality to meet school, LA, statutory and legislative requirements.

Be responsible for the planning, development, design, organisation and monitoring of the EHCP and Admissions process across the school and the provision of specialist advice and guidance to SLT.

Main Duties and Responsibilities

Compliance

- Ensure effective Codes of Practice are adopted, distributed to staff and procedures observed

Policy Development and Compliance

- Liaise with the SLT and family liaison officer to ensure that policies relating to the EHCP and Admissions are parent friendly, free from jargon and comply to local and national legislation
- Advise the Governing Body etc. on national and local guidelines, policy and statute etc. relating to the EHCP process
- Interpret matters of policy, procedure and statute relating to EHCPs and Admissions to ensure the school's compliance and initiate appropriate action arising
- Comply with and assist with the development of policies and procedures relating to EHCPs and Admissions including confidentiality and GDPR, reporting all concerns to an appropriate person

Systems and processes

- Develop and maintain an IT based database to ensure that EHCP meetings are scheduled appropriately throughout the year and parents, staff and other professionals are alerted in a timely manner of the schedule of meetings.
- Gather reports from all agencies in a timely manner and distribute paperwork at least 2 weeks before each meeting in line with GDPR requirements, local and national policy

- Work closely with teachers and others to ensure EHCP and Admissions paperwork is prepared effectively and on time
- Develop processes to prevent DNAs such as automated methods of contacting parents and agencies to remind them about meetings
- Manage changes in schedules and ensure all concerned parties are informed
- Create and develop systems to ensure that the meeting rooms are fully prepared with appropriate paperwork and facilities
- Take notes and minutes in EHCP and Admissions meetings on request
- To create and develop a system for gathering parent feedback to report to governors
- Complete post meeting paperwork accurately and send to authority within 2 weeks
- Be responsible for the submission of relevant information to SLT, the Governing Body and outside agencies e.g. DfE, LA
- To provide paperwork to SLT for tribunals and other processes

Processing, Storage and Retrieval of Information

- Manage manual and computerised records and information systems for the storage, retrieval and processing of EHCP and Admissions documentation
- Manage and access information in paper and digital storage systems to ensure that all relevant professionals are invited to meetings
- Update and store either manually or electronically all EHCP reports and appendices and Admissions information and take responsibility for the safe storage and disposal of documents in line with GDPRUK
- Manage the EHCP and Admissions mailbox and use judgement to deal with or forward messages
- Following GDPRUK requirements, ensure all documentation and electronic records are securely stored and disposed.

Supervising an administrative assistant

- Induct the administrative assistant into the systems and processes relating to EHCP and admissions
- To delegate appropriate tasks to an administrative assistant
- To hold the administrative assistant accountable for high standards within their role
- To liaise with other departments to ensure adequate time is allocated to administrative assistance

Safeguarding / other duties and responsibilities

- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004, the London Child Protection Procedures and Working Together in relation to child protection and safeguarding children and young people as this applies to your role within the council.
- To be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to your work role
- To ensure that the Headteacher is made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection.
- To comply with all the school's codes of practice, policies and procedures, including the code of conduct, and those relating to child protection, data protection and health and safety
- Comply with all Paddock School policies e.g. child protection, health, safety and security, equal opportunities, confidentiality and data protection, reporting all concerns to the appropriate person.
- Ensure confidentiality at all times
- Contribute to the overall ethos, work and aims of Paddock School
- Attend training as directed and identified

- Establish and maintain constructive relationships and communication with other agencies, colleagues and professionals
- To be committed to the promotion of equality, diversity and inclusion within the whole school community and maintain an awareness of the school's equalities policy statement; to work to create and maintain a safe, supportive and welcoming environment where everyone is treated with dignity and their identity and culture are valued and respected; to report any instances of inappropriate behaviour or discrimination immediately
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning GDPR and Health and Safety.

Key Measures

- Work and communicate in a timely manner
- Response time to all forms of communication (Post / Email / Call)
- Customer satisfaction
- Quality and timeliness of data recording and deletion

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ○ GCSE or equivalent in English and Mathematics 	<ul style="list-style-type: none"> ○ NVQ 3 or equivalent qualification or experience in relevant discipline ○ IT skills in SIMS, word processing, spreadsheets and email
Experience	<ul style="list-style-type: none"> ○ Experience of development, management and operation of administrative systems 	<ul style="list-style-type: none"> ○ Experience of working in a special educational needs school
Knowledge and Skills	<ul style="list-style-type: none"> ○ Delivering customer services in a polite and courteous manner regardless of the situation ○ Communicating effectively with customers and others and ability to deal calmly with difficult situations ○ Excellent IT, verbal and written communication skills ○ Excellent telephone manner ○ Efficient and excellent planning and organisational skills ○ Attention to detail and ability to manage large quantities of data & information in a timely & efficient manner ○ Ability to work alone, and be part of a team and be self-motivated ○ Ability to balance conflicting demands ○ Excellent time keeping and professional appearance ○ Full working knowledge of relevant policies and codes of practice and awareness of relevant legislation ○ Ability to relate well to children and adults ○ Work constructively as part of a team, understanding school roles and responsibilities and your own position within these ○ Ability to self-evaluate learning needs and actively seek learning opportunities ○ Ability to develop equal opportunities and inclusion for all pupils 	