



SEN Administrator

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

Summary of the role:

The post holder will provide efficient and effective administration support for the schools SENco and SEN team. They will ensure that the schools EHCP review process is professional and well administered for the stakeholders involved.

The postholder will provide administrative support for all child/school meetings and processes that link to the special educational needs of the learners we cater for.

Reporting: to:

Head of Learning Support

Main Duties and Responsibilities:

Provide overall administration support

- Scheduling annual reviews Inviting relevant stakeholders
 - Ensuring all documentation required for the process is received and shared in advance of the meeting
 - Minute taking within meetings
 - Finalizing EHCP reports and submitting them in a timely manner
- Ensure the EHCP assessment process is carried out In line with the SEND Code of Practice.
- Become familiar with the requirements of different Local Authority expectations and paperwork.
- Work in partnership with parents to ensure that children, young people, and their families are fully involved in the annual review process.
- Work with the staff team to ensure pupil profiles are complete, updated and are purposeful.
- Ensure pupil passports are securely transferred to new educational providers when a learner transition so learners Pupil Profiles and relevant documentation is securely stored in relation to the school's data and retention policy
- Maintain records of student's key workers
- Produce templates, forms and resources as directed
- Provide overall administration support to the school, in connection to, Personal Education Plans and any other related meetings.
- Produce SEN registers/updating Provision Map



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	• Participate in SEND related training to improve knowledge and remain current • Support and coordinate the school referral process for new learners • Make internal and external appointments and record them via Outlook • Assist with the process of applying and recording exam concession, including taking responsibility for keeping students' files updated for JCQ inspection correspondence • To gain an understanding of the school's processes, policies, and procedures.
Safeguarding responsibilities	Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

Person Specification			
	Essential	Desirable	Method of Assessment
Qualifications	• GCSE in Maths and English • 3 A- Levels		<i>Certificates</i>
Experience:	• Experience of administrative duties working as part of a team.	• Previous experience working in an educational establishment	<i>Contents of the application form.</i> <i>Interview.</i> <i>Professional references.</i>
Skills	• Excellent ICT skills including Excel and Word • Strong written and verbal communication skills • Excellent organisational and time management skills • Strong communication and interpersonal skills • Meticulous attention to detail and accuracy		<i>Contents of the Application</i> <i>Form Interview</i> <i>Professional references</i>



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	The ability to be discrete and uphold confidentiality		
Knowledge	- Interest in working in education and the independent sector - Understanding of the needs of children, their parents and other internal and external stakeholders.		<i>Contents of the Application</i> <i>Form Interview</i> <i>Professional references</i>
Personal competencies, qualities, attitude and behaviours	- Approachable - A 'can do' attitude - A team player - Self-motivated		