

Job description for the post of: SEND Administrator

Grade: D (SCP 5 - 8)	Duration	Permanent	Full or part time	Part time (Term time, plus one week)
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Actual hours: 37 hours per week

Staff responsibility: None	Number of staff directly supervised: 0	Line manager:	SENCO
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The Purpose of this job is:

To support the SENCO and SEND team in all aspects of their administration

Key duties:

- All administrative and clerical duties needed to support the SENCO
- Answering enquiries, typing, scanning, sending letters and reports to parents/outside agencies
- Liaising with parents, external agencies and other stakeholders as necessary
- Dealing with situations of a sensitive nature
- Ensuring all Annual Review paperwork is carried out and submitted on time
- Attend and take minutes at Annual Reviews
- Update the SEN register and other records
- Booking appointments
- Assisting with the timetabling of support
- Assisting with the ordering of all books and equipment needed for the department
- Assisting with the set up for Open Evenings, Tours and Taster Days
- Typing Individual Education Plans and arranging their reviews
- Ensuring that all work undertaken and records are kept up to date and are compliant with GDPR

Note: In addition other duties may be interchanged with/added to this list as required as directed by the Head Teacher commensurate with the general level of responsibility of the post

School

- To be aware of and comply with policies relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to a nominated person.
- To work as part of a team and support the role of other people in the team.
- To attend and participate in meetings, training and other learning activities as required.
- To assist with the supervision of pupils out of lesson time, including before and after school, if appropriate, and within working hours.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required.
- To ensure that personal development is addressed through accessing appropriate development opportunities and to share learning with others.

This appointment is with Achievement through Collaboration Multi Academy Trust and is subject to the terms and conditions outlined in the employee's contract of employment. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.