



JOB DESCRIPTION

SEND Administrator

Salary and Hours

Salary: **Grade 2 (£16,755 to 17,391 full-time)**
 Actual Salary is: £14,071 to £14,605

Hours: **37 hours per week**
 Term time only

Role Description

Reporting directly to: **SENCO**

All Support Staff are managed overall by the School Business Director

Purpose:

The post holder will provide administrative support to the Learning Support Team.

Core Duties and Responsibilities:

Administration

- To provide a reception service to families and outside agencies, signposting calls as appropriate.
- To communicate effectively with parents, carers and other professionals (all staff and outside agencies) in relation to SEND.
- Carry out all related administrative duties as directed by the SENCO, including taking minutes at meetings, updating pupil files, providing visual timetables and updating records.
- Maintain an up to date register of pupils who have SEND or are monitored through SEND systems.
- Input data to enable effective tracking of progress.
- Administrative support for the transition of mid-term admissions and the new intake in September.
- To provide the administrative support for Higher Learning Needs (HLN) funding applications and applications for Education and Health Care Plans (EHCP).

Additional duties:

- To play a full part in the life of the Minster Teaching School and its Alliance, to support its distinctive aims and ethos and to encourage students to follow this example.
- To participate in induction training, staff review processes and professional development opportunities.
- To comply with any reasonable request from line manager to undertake work of a similar level that is not specified in this job description.
- To undertake professional duties that may be reasonably assigned by the Head Teacher.

Health and Safety:

- It is an Employee's responsibility to take reasonable care of themselves and others and anybody affected by their undertaking including any act(s) or omissions.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- The school will endeavor 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.
- This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: _____ Staff Member

Date: _____

Signed: _____ Head Teacher

Date: _____