

<b>Job Title:</b>	SEND (Special Educational Needs and Disabilities) Admin Assistant	<b>Job Category:</b>	Support
<b>Department/Group:</b>	Administration	<b>Travel Required:</b>	No
<b>Location:</b>	SEND Office	<b>Position Type:</b>	Part Time
<b>Level/Salary Range:</b>	Level 2 A	<b>Weeks per year:</b>	Term time only + INSET days
<b>Reports to:</b>	SENDCO		
<b>Job Purpose</b>			
<p>The SEND Admin Assistant will support the SENDCo and the wider SEND team in providing administrative assistance to ensure the effective delivery of support to students with special educational needs and disabilities. This is an important role that involves maintaining accurate records, communicating with parents and external agencies, and providing general administrative support to enhance the educational experience of all SEND students.</p>			
<b>Job Description</b>			
<b>Role and Responsibilities</b>			
<ul style="list-style-type: none"> <li>● <b>Administrative Support:</b> <ul style="list-style-type: none"> <li>○ Assist the SENDCo with day-to-day administrative tasks related to SEND provision.</li> <li>○ Maintain up-to-date and accurate records of students' SEND needs, including assessments, reports, and interventions.</li> <li>○ Prepare and distribute documents for SEND meetings, reviews, and assessments.</li> <li>○ Handle confidential information with care and in accordance with data protection regulations (GDPR).</li> <li>○ Assist in coordinating and scheduling SEND reviews, assessments, and meetings.</li> <li>○ Collect, Collate and input data related to specific students and their needs.</li> </ul> </li> <li>● <b>Communication and Liaison:</b> <ul style="list-style-type: none"> <li>○ Act as a point of contact for parents, teachers, and external agencies regarding SEND matters.</li> <li>○ Communicate effectively with families and ensure that they are kept informed about their child's progress and any changes in provision.</li> <li>○ Liaise with external agencies, including speech therapists, occupational therapists, and educational psychologists, to coordinate support for students.</li> </ul> </li> <li>● <b>Documentation and Record Keeping:</b> <ul style="list-style-type: none"> <li>○ Maintain accurate student records, including SEND Support Plans (SSPs), SEND reports, and Education, Health and Care Plans (EHCPs).</li> </ul> </li> </ul>			

- Ensure that all records are up to date and comply with legal requirements and school policies.
- Ensure all relevant documents are shared with appropriate staff, SENDCo and parents in a timely manner.
- Assist with the creation of reports for monitoring the progress of SEND students and prepare documentation for Ofsted inspections.
- **Support for SENDCo and SEND Team:**
  - Provide administrative support for the development and implementation of SEND policies and procedures.
  - Support the SENDCo in the development of resource materials for both staff and students.
- **Other Administrative Duties:**
  - Assist with maintaining the SEND register and ensuring it is updated regularly.
  - Help prepare and organize SEND-related events, workshops, and training for staff and parents.
  - Assist with the production of SEND-related reports, newsletters, and updates for stakeholders.
  - Support the SEND department in ensuring that all necessary documentation is available for termly audits and inspections.
  - Take a lead role in ensuring all transition visits and documents are shared appropriately and in line with legal guidelines.
  - To undertake any other duties of a similar level and responsibility as may be

#### Qualifications and Education Requirements

Essential	Desired
<ul style="list-style-type: none"> <li>● GCSE English at grade A – C or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>● Secretarial/Administration/Business qualification</li> </ul>

#### Person Specification

Essential	Desired
<ul style="list-style-type: none"> <li>● Previous experience in an administrative role, preferably within an educational or SEND setting.</li> <li>● Excellent organizational and time-management skills, with the ability to manage multiple tasks simultaneously.</li> <li>● Strong written and verbal communication skills, with a professional manner.</li> <li>● Ability to work with sensitive and confidential information.</li> </ul>	<ul style="list-style-type: none"> <li>● Knowledge or experience of Special Educational Needs and Disabilities (SEND).</li> <li>● Understanding of SEND legislation and guidelines, including the SEND Code of Practice.</li> <li>● Experience with a school MIS (eg, SIMs, Arbor etc)</li> </ul>

- Proficiency in using office software (e.g., Excel, Word, Google drive).
- Ability to work independently and as part of a team.
- A positive, proactive, and flexible attitude to work.
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## Knowledge & Skills

Essential	Desired
<ul style="list-style-type: none"> <li>● Accurate and fast typing skills</li> <li>● ICT literacy to meet the requirements of the Job Description</li> <li>● Excellent interpersonal skills</li> <li>● Excellent organisation skills</li> <li>● Ability to work as part of a team and to use initiative when required</li> <li>● Ability to cope with conflicting demands, deadlines and interruptions</li> <li>● Ability to maintain confidentiality at all times</li> <li>● The ability to work to tight deadlines.</li> <li>● Resilience and a sense of humour when working under pressure.</li> <li>● Willingness to be flexible.</li> <li>● Willingness to undertake further training as appropriate.</li> <li>● Willingness to undertake First Aid training.</li> </ul>	<ul style="list-style-type: none"> <li>● Current First Aid Certificate</li> </ul>