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## Job Description

<b>Job title:</b>	SEND Administrative/Clerical Assistant
<b>Grade &amp; Salary:</b>	G3.9
<b>Working Hours</b>	9.30am - 2.30pm (45mins lunch) (21.25hrs per week)
<b>Responsible to:</b>	Assistant Headteacher/SENDCo

### **Main Purpose of the Job:**

Under the close direction of the SENDCo, to assist in the day to day management of the SEND administrative paperwork at school. To provide an efficient administrative and clerical support service.

### **Key responsibilities:**

#### **Liaison with External Agencies / Parents / Staff**

- To take phone calls / make contact with appropriate agencies;
- To be a point of contact for face to face enquiries and take messages where appropriate;
- Arrange meetings with parents / external agencies and ensure they are visible in the school diary and that appropriate rooms are booked;
- All contact to be logged in individual pupil SEND file where appropriate;
- Any/All contact to be referred back to SENDCo via an agreed process. Ensure that accurate and detailed records are kept of meetings and discussions with parents and external agencies / providers;
- Meet with staff to feedback any information from external communication / gather information from staff for external agencies.

#### **Administration / Filing**

- Review and update the SEND Register regularly;
- Support Class Teachers with the administration of Provision Map;
- Prepare letters for parents / external agencies to a grammatically high standard;
- Prepare reports that are clear and concise with strong grammatical structures;
- Receive all SEND mail, copy and file accordingly / inform SENDCo accordingly;
- Prepare SEND files securely for post when SEND pupil leaves school. Ensure all SEND files for leaving pupils have been securely passed on to their receiving School. Ensure all receiving SEND pupil files new to school have been disseminated to appropriate Class Teacher and new file set up centrally. Seek SEND information from previous settings as required;
- To liaise with SENDCO to coordinate the programme of Annual Reviews for pupils with EHCPs, Learning Support meetings and Initial Concerns reviews;
- Coordinate screening tests/assessments and report results to SENDCO and Class Teacher;



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- To provide general clerical support as required (photocopying/scanning);
- Take minutes at key meetings as and when required;
- Coordinate and complete referrals to external agencies. Coordinate and complete necessary applications to external agencies (EHCPs / Reports);
- Book any external training as directed by the SENDCo;
- Proof read any documents completed by staff prior to forwarding to parents / external agencies.

### **Resourcing**

- To assist the SENDCo in ordering / chasing up relevant SEND resources;
- To liaise with staff regarding resources required / coordination of resources;
- To audit resources and keep up to date records of these.

The duties above are neither exclusive or exhaustive; the post holder may be required from time to time to undertake other duties within the school (as directed by the SENDCo) as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.



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### Person Specification

	Essential	Desirable
Educational achievements, Qualifications and training	<ul style="list-style-type: none"> <li>GCSE grade C and above in English</li> <li>Good English and numeracy skills</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>Relevant administration experience</li> <li>Have a strong working knowledge of Microsoft Office software. e.g. Excel, Word, Power-Point</li> <li>Writing clear and succinct letters to a range of different stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>Previously worked in a School Office</li> <li>Working knowledge of KS1/KS2 curriculum</li> <li>Understanding of school policies and procedures</li> <li>Understanding of SEND Code of Practice</li> <li>Experience of working with children/parents/external agencies</li> <li>NVQ 2 or equivalent qualification/experience</li> </ul>
Job related knowledge, aptitude	<ul style="list-style-type: none"> <li>Ability to prioritise work</li> <li>Ability to manage time effectively</li> <li>Ability to show initiative and work independently</li> <li>Ability to write coherent reports</li> <li>Good IT skills including Microsoft Word, Excel, Power-Point</li> <li>Understand need for confidentiality</li> <li>Good listener who communicates information effectively to a wide range of stakeholders</li> <li>Willingness to follow instructions and directions</li> <li>Ability to take/receive phone calls in a courteous, professional and welcoming manner and to deal with all enquiries promptly and efficiently</li> </ul>	
Equal Opportunities	<ul style="list-style-type: none"> <li>An understanding of and a willingness to promote equal opportunities</li> <li>An unwavering commitment to safeguarding pupils</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>Ability to communicate sensitively and effectively with a wide range of people</li> <li>Must be willing to be a member of a team</li> <li>Must be flexible and adaptable</li> <li>Must be prepared to support the ethos of the School</li> <li>Must be committed to looking after the welfare of the children</li> <li>Must display a commitment to the protection and safeguarding of children</li> <li>Must be able to value and respect the needs of children</li> <li>Must be punctual and reliable</li> <li>Must be enthusiastic and have a sense of humour</li> <li>Strong communication skills when dealing with pupils/parents/staff/external agencies</li> <li>Ability to work under pressure and meet deadlines</li> <li>Good interpersonal skills and ability to work as part of a strong school team</li> <li>Smart appearance</li> <li>Adaptable to change</li> <li>Ability to multitask and effectively prioritise</li> <li>Positive attitude</li> <li>To be reflective and respond to feedback</li> </ul>	<ul style="list-style-type: none"> <li>Participate and offer any additional support during after school events</li> </ul>
Physical	<ul style="list-style-type: none"> <li>Must be fit enough to carry out the duties of the post</li> </ul>	