

Job Title: Administration Assistant - SEND	Pay Scale: PPS 4
Normal Place of Work: The Priory Academy LSST	Line Manager: SENCO, Head of Learning Strategies
Role Summary: To act as the SEND Administrative Assistant within the Learning Strategies department. Providing clerical and general support within the Learning Strategies department including photocopying, word processing and filing. Receive, store and communicate information both written and verbally using various IT and Federation systems.	

Duties and Responsibilities to manage and oversee the following areas:

1. Implementing and maintaining confidential special educational needs (SEN) information including database, filing system, archiving, retrieval and disposing of SEN information as appropriate.
2. Preparing and managing correspondence relating to special educational needs and disabilities (SEND), including reports and documents. Inform parents, staff and students of relevant information.
3. Arranging and confirming meetings to support the SEND process including student referral, review and EHCP meetings. Request and collate information from staff to inform the review process. To attend meetings and take minutes as and when necessary.
4. Support the planning and application of intervention provision ensuring that relevant information is communicated to all staff.
5. Contacting and liaising with relevant agencies to support identified specific student need's including; educational and pastoral needs and possible career opportunities. Communicate correspondence with internal members of staff.
6. Support the administration process for access arrangements. Liaise with SENCO and the Examination Officer when completing arrangement applications.
7. Providing administrative support to the Learning Strategies Co-ordinators as required.
8. Liaising with educational settings and external services ensuring that all SEN information is received.
9. Assisting the SENCO, in ordering resources and booking relevant training packages in line with departmental requirements. Maintain records for auditing purposes.
10. Attending INSET sessions and meetings as necessary and appropriate.

This list is not exhaustive and you may be required to undertake any additional duties with the general scope of this role as determined by your Line Manager.

Key Relationships

The post holder will be expected to develop and maintain good relationships with:

<ul style="list-style-type: none">• SENCO/Head of Learning Strategies	To ensure a high quality of service is provided that meets the needs of the Trust and to continuously promote the values of the Trust.
<ul style="list-style-type: none">• Other members of staff, pupils, visitors and outside agencies.	To ensure a high quality of service is provided that meets the needs of the Trust and to continuously promote the values of the Trust.

Generic Responsibilities

- To represent and promote Trust values internally and externally
- Ensure that The Trust's internal customers receive an excellent customer service experience in all dealings with the service
- To deliver your day to day duties consistently with the agreed service level
- To actively promote and act, at all times, in accordance with Trust policies, e.g. Health and Safety, Equal Opportunities and Safeguarding
- Commitment and contribution to improving standards for pupils as appropriate.
- Contributing to the maintenance of a caring and stimulating environment for pupils.
- To undertake other duties commensurate with the job level

The post holder will interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues and undergo any relevant training.

Elements of this job description may be changed following consultation with your manager.

TERMS OF EMPLOYMENT

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 12 month probation period.

HEALTH AND SAFETY

All employees are responsible for reading, understanding and carrying out the requirements of The Trust's Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training needs.

HOURS OF WORK

The Academy day is between 8:00 am and 6:00 pm. A flexible approach to working is expected as some tasks may be required to be carried out in the evenings and during holiday periods.

CONTINUAL PROFESSIONAL DEVELOPMENT

The Trust requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the Academy. This may be achieved through an appraisal process.

The post holder should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of Service supplemented by local conditions as adopted.

SPECIAL ARRANGEMENTS

The post holder may be required to work outside of normal academy hours on occasion, with due notice.

SAFEGUARDING STATEMENT

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

Person Specification – SEND Administrative Assistant

	Essential	Desirable	How assessed*
QUALIFICATIONS			
GCSE English and Mathematics Grade A-C or equivalent.	x		AF/ Cert
IT Qualification, eg CLAIT, ECDL	x		AF/ Cert
Appointed person first aid trained		x	AF/ Cert
Level 2 Business Administration or equivalent	x		
KNOWLEDGE AND EXPERIENCE			
Recent and relevant experience of working in an administration/office environment.	x		AF/IV
Experience of working in a customer service environment or school office.	x		AF/IV
High standards of accuracy.	x		AF/IV
Ability to work with confidential and sensitive data.	x		AF/IV
SKILLS AND ABILITIES			
Excellent communication skills.	x		AF/IV
Ability to work on own initiative and independently as well as part of a team.	x		AF/IV
Ability to use IT at a level commensurate with job role.	x		AF/IV
Good planning and organisational skills.	x		AF/IV
Professional and responsive attitude and behaviour towards colleagues and clients.	x		AF/IV
Must accept and actively support the Federation’s agreed values.	x		AF/IV
Flexible with a willingness to adapt working patterns to fit the needs of the Academy.	x		AF/IV

*Key to how skills are assessed:

AF= Skill assessed via application form

IV = Skill assessed via interview

AT= Skill assessed via test/work-related task

Cert = Certificate checked at interview

Acceptance of the Job Description

I have read and accept the content of the job description.

Signed Line Manager:

Dated:

Signed Employee.....

Dated.....