

JOB DESCRIPTION

Section: Administration	Reports to: Lead SENDCo
Job Title: SENDCo Admin Assistant	Grade/Salary Range: 4 £26,477 - £28,645 pro-rata approximately: £23,116 - £25,009 per annum
Working Pattern: 37 hours per week	Weeks per annum: 40

PURPOSE OF JOB

Due to the sensitivity of materials handled in this role, the applicants must have an explicit understanding of the confidentiality requirements of the job.

- To support the Special Educational Needs and Disabilities Coordinator (SENDCo) in ensuring that the pupils of the academy can achieve their learning potential through the provision of high quality, relevant administration support services.
- To contribute to the efficient and effective organisation of the academy.
- To market the academy in a positive light by being hospitable and courteous to visitors, staff and pupils.

MAIN DUTIES AND RESPONSIBILITIES -

General

- To undertake any duties of an appropriate nature as may be reasonably required by the SENDCo.
- Work with SENDCo's, SEND Administration and Admissions Officer to ensure efficient administration across the department.
- Liaise with County, in the absence of the SENDCO, regarding matters of pupils' SEN details.
- Accurate SIMS entry, storage and reporting of student data as required by the SLT.
- Update and Maintain SEN data on SIMS.
- Tracking Admissions files and deadlines.
- Despatch student information packs and, upon receipt, enter admission information on SIMS.

- Assist in the responses to Local Authorities when consultations are received by the Academy Trust.
- Assist in the organisation, preparation, running and recording of data for Annual Reviews.
- Maintain SENDCo diary for meetings, tours, reviews.
- General office duties to include word processing, Excel, email, telephone calls, photocopying and filing.
- Work successfully alongside parents, stakeholders and outside agencies in fulfilling responsibilities.
- To be familiar with and follow all the school's policies and guidelines on all areas and aspects of school life.

Support Their Own Personal Development by:

- working collaboratively with colleagues.
- seeking help and advice as appropriate.
- building on and developing prior specialist knowledge and experience.
- undertaking further training as appropriate.
- seeking to improve practice via observation and discussion with colleagues.

Caring and Supporting

- Act as a positive role model for staff and students alike.
- Interact appropriately with all members of the school community and its stakeholders.
- Adhere to school policies and practice around safeguarding of students.
- Proactive in maintaining the Academy environment; taking appropriate action where necessary.

MAIN DUTIES AND RESPONSIBILITIES - OTHER

- To maintain confidentiality at all times in respect of Academy related matters and to prevent disclosure of confidential and sensitive information
- To work within and encourage the Academy's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.
- All staff have a responsibility to promote the safeguarding of children and young people
- Contribute to the overall aims and targets of the Academy, appreciate and support the roles of other members of the staff team
- Attend INSET, appropriate training and relevant meetings as required and participate in the Academy's performance management process
- Carry out all duties and responsibilities with reasonable care for the health and safety of yourself and any other persons who may be affected by your acts or omissions at work and to co-operate fully with the Academy in health and safety matters

Note: This JD is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties. The duties of this post may vary from time to time, as required by the Head of Campus, without changing their general character or the level of responsibility entailed.

Signature job holder:

Date: