

JOB DESCRIPTION

Job Title
SEN Administrative Assistant
Salary Range
7-10 (Grade D)
Line Management Responsibilities
None
Line Manager
SENCO/Headteacher
Base Location
School
Purpose of Role
To work, as part of the administration team liaising directly with the Organisation and Development Manager, along with direction from the Director of Learning Development in providing a comprehensive support service to the SEN department. To work as part of the operations team supporting the School in carrying out general administrative duties.
Key Accountabilities
<ul style="list-style-type: none"> • Promote a professional and courteous service that is consistent with the schools ethos • Provide a comprehensive administrative service to all internal personnel as requested • liaise with the central offices of the DfES, LEA and other agencies on behalf of the school • Support the updating of class provision maps, child MyPlan's and EHCPs • Take a lead role in the production, monitoring and updating of the SEN register • Take a lead role in the production, monitoring and updating of the EAL/G&T register • Take a lead role in the production, monitoring and updating the Medical and health details including the Medical Register (including asthma logs and medication logs) • Take a lead role in the development and maintenance of student records including preparation of student reports as required.

- Organise, set up and attend student annual review meetings supplying minutes to all necessary parties involved.
- Organise and set up training for staff within the School in regard to SEN
- Provide information to parents/carers and other agencies on behalf of the School
- To ensure confidentiality of records and managing learners files
- Provide detailed SEN/EAL/G&T reports as required – pupil data (PP lists/class lists)
- Minute taking
- Provide necessary paperwork to ensure relevant funding to be acquired and processed
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Develop constructive relationships and communicate with other agencies/professionals
- Where applicable complete sections referral forms on behalf of the school SENCO
- Updating of EHCP portal and Early help software
- Overview of attendance data and issues for children with SEND and PP/Disadvantaged children

Knowledge and Experience

- Educated to GCSE level or equivalent qualification or experience
- NVQ 2 or equivalent (desirable)
- Experience of working in a busy office providing efficient general administrative and finance administration, including cash handling
- Experienced in using school IT systems such as SIMS and Excel (spreadsheets)
- Experience of using and maintain ICT hardware such as printers, faxes and photocopying machines.
- Experience of using financial management systems
- Preferably experience of working within a School environment and as a result a knowledge of safeguarding practices, child protection procedures and the day to day running of a school.

Personal Qualities

- Organisational skills with the ability to set targets and meet deadlines, planning and prioritising individual workload.
- Tactful and discreet, with the ability to maintain confidentiality at all times

- Ability to work from instruction, making some decisions involving the use of initiative, and to identify emerging problems and situations referring on to others as appropriate.
- Experience of working co-operatively with others to deliver successful outcomes for Plymouth CAST.
- A team player who has a positive approach to dealing with issues.
- Able to provide customer service in a professional manner.
- Developed interpersonal and communication skills to build a rapport, with empathy to work with all levels and competencies.
- Confident telephone manner.
- An honest, friendly and open approach with high levels of integrity.
- A sensitivity and empathy to working within a faith environment, and a strong understanding of the structures and values of the Catholic Church

Expected Outcomes

- Be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct and National Legislation (including Health and Safety and Data Protection/GDPR).
- Maintain discretion and confidentiality of information acquired in the course of undertaking duties for the School.
- Responsible for own continuing self-development, undertaking training as appropriate or as directed as part of CPD.
- Being aware of and complying with all relevant policies and procedures relating to child protection, health safety and security, confidentiality and data protection and reporting all concerns to the appropriate person.
- Ensure there are the required allocation of SEN resources across the School
- Ensure minutes from meetings, including Multi-professional meetings are accurately recorded ensuring these are managed confidentially in line with GDPR
- At times may be required to undertake other administrative duties commensurate with the level of responsibility of the post as may be required to support the School

- Attend and participate in relevant meetings as required.
- Support, uphold and contribute to the development of the Schools equal rights policies and practices in respect of both employment issues and the delivery of services to the community.
- Responsible for own continuing self-development, undertaking training as appropriate or as directed.
- Good working relationships are promoted with Trustees, Diocesan staff, School staff and Governors and Plymouth CAST staff.
- Plymouth CAST fully complies with its statutory obligations and records are maintained as required by law and made available when required by authorized persons.

This document outlines the duties for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and the duties may be varied from time to time which do not change the general character to the job or the level of responsibility entailed.

Changes can be made to this job description under consultation to reflect the changing needs of the role at any time.

Data Protection

All employees handling personal data must do so responsibly, securely and in line with the Trust's policies, guidance and training.