

Recruitment Pack

SEN Administrator

1. SEN admin

2. Personnel Specification

Vacancy for SEN Admin

Band 4 SCP 3

January 2022

Are you looking to take the next step in your career? Do you want to work alongside a supportive team with a commitment to professional development?

Discover what a great career move working with us would be!

Contact: d.clifford@chps.paymat.org

Website: www.crossleyhallprimary.co.uk Telephone: 01274 488703

Thornton Road , BD8 0HJ

JOB TITLE	SEN Admin
SCALE	Band 4 SCP 3
RESPONSIBLE TO	SENDCO

PURPOSE

-
- Under the guidance of the SENDCo and trust Strategic Inclusion Manager be responsible for providing overall administration support for the SEN Team.
 - Collate detailed and specialist information and data in particular areas as well as researching and procuring specialist resources.

Areas of responsibility and key tasks:

- To provide efficient and professional secretarial and administrative support to the SENDCo
- To contribute towards the planning of all annual review documentation ensuring that all deadlines are met.
- To type and circulate as instructed, MSP reviews, updating the Arbor register and linking documentation where necessary.
- To liaise with parents, the LA and other stakeholders as necessary.
- To book all appointments and make arrangements for meeting rooms.
- To assist and help with any stakeholders open evenings or tours.

Support for the SENDCo

- To provide all administrative and clerical duties needed to support the for the SENDCos.
- To type correspondence to parents, agencies, professionals, staff and any internal correspondence under the direction of the Trust SEN Team and SENDCos.
- In the absence of the SENDCo, to manage all SEND enquiries using own judgement to disseminate or escalate where necessary.
- Deal with situations of a sensitive nature.
- Ensure that the administration of all assessment documentation are carried out and submitted on time.
- Maintain manual and computerised records and management information systems.
- To assist the SEN Team and SENDCos in the timetabling of 1-2-1 support staff.
- To assist in the ordering of resources/equipment needed to support SEN pupils.
- At times to carry out any other duties as directed by the SEN Team and SENDCos commensurate with the general level of responsibility and salary grade including office reception; whole school admin; telephone enquiries and basic finance tasks.
- To write and provide supporting letters for families applying for DLA and transport assistance.
- To assist with the transition of all children with SEN from primary school to secondary school.

Support for the School

- Contribute to the overall ethos, work and aims of the trust.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.
- Be aware of and comply with policies and procedures relating to health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Safeguarding and Inclusion

- To be individually responsible for promoting and safeguarding the welfare of children s/he is responsible for, or with whom s/he comes into contact.
- To take account of each child's home language and culture ensuring this is reflected in displays, materials and throughout the curriculum.
- To provide a safe, welcoming and positive atmosphere for parents that will establish strong links with the trust.
- To comply with policies and procedures relating to Child Protection, safeguarding Health & Safety, security, confidentiality and data protection and to ensure that the individual's line manager is made aware and kept fully informed of any concerns which the individual may have in relation to safeguarding and/or child protection.
- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the individual's role within the organisation.

Continuing Professional Development

- To be an active member of an integrated administration team.
- To be pro-active in identifying areas for career and self-development.

This job description sets out the duties of the post at the time it was published.

The hours and the job description may be modified depending on the needs of the Academy Trust.

The post holder may be required from time to time to undertake other duties within the school as may be reasonable 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. The priorities for each year will be reviewed against this job description annually through performance management meetings.

Please note that we are committed to safeguarding and promoting the welfare of our pupils and expect

all those who work with us to share this commitment. Successful applicants will need to undertake a DBS Enhanced Clearance check (Disclosure and Barring Service). We give high priority to promoting diversity throughout the school.



SEND Administrator Person Specification

	Essential	Desirable
Knowledge	Job Requirements	
Qualifications / Training	<ul style="list-style-type: none"> NVQ 3 or professional equivalent qualification or experience in relevant discipline Training in Microsoft Office Products Willingness to participate in development and training opportunities 	
Experience	<ul style="list-style-type: none"> Proven experience in administration Knowledge of Schools MIS System (Arbor) Experience of development, management and operation of administrative systems Experience of working in a school setting 	
Professional Knowledge / Skills	<ul style="list-style-type: none"> Effective use of ICT packages Excellent keyboard skills Effective use of technology – computer, iPad (photography and video) photocopier etc Ability to prioritise own workload and work on own initiative. Essential requirement to commit to working with discretion and ensuring that school related matters are treated with utmost confidentiality Willingness to learn new skills and acquire new areas of knowledge An understanding of the schools equal opportunities policy and how it is implemented 	
Personal Qualities	<ul style="list-style-type: none"> Ability to work in a calm and methodical manner under pressure Commit to working with discretion ensuring that school related matters are 	

Interim Executive Headteacher: Miss Lynette Clapham
Interim Head of School: Mrs Eleanor Munn



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	<p>treated with utmost confidentiality and staff protocols are adhered to</p> <ul style="list-style-type: none"> • Work constructively as part of a team, understanding school roles and responsibilities and your own position within these • Excellent communication, organisational and interpersonal skills with both adults and children • Able to form and maintain appropriate professional relationships and boundaries with children and young people • Commitment to the aims of the school • Flexibility, sensitivity and the ability to find solutions • Excellent record of personal attendance and punctuality • Ability to identify own training and development needs and co-operate with means to address these 	
Safeguarding and Equal Opportunity	<ul style="list-style-type: none"> • Knowledge and understanding of relevant legislation and guidance in relation to working with, safeguarding and the protection of children. • Understands the importance of ensuring that all children and staff feel safe and included • Understanding of equality of opportunity issues and how they can be addressed in schools • Commitment to safeguarding and protecting the welfare of children • Understanding of how pupils with special needs may be supported and included within a primary classroom 	
Special Requirements	<ul style="list-style-type: none"> • An Disclosure Barring Service Check (criminal record check) will be requested in the event of a successful applicant 	

'Pennine Academies Yorkshire is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'

Interim Executive Headteacher: Miss Lynette Clapham
Interim Head of School: Mrs Eleanor Monney

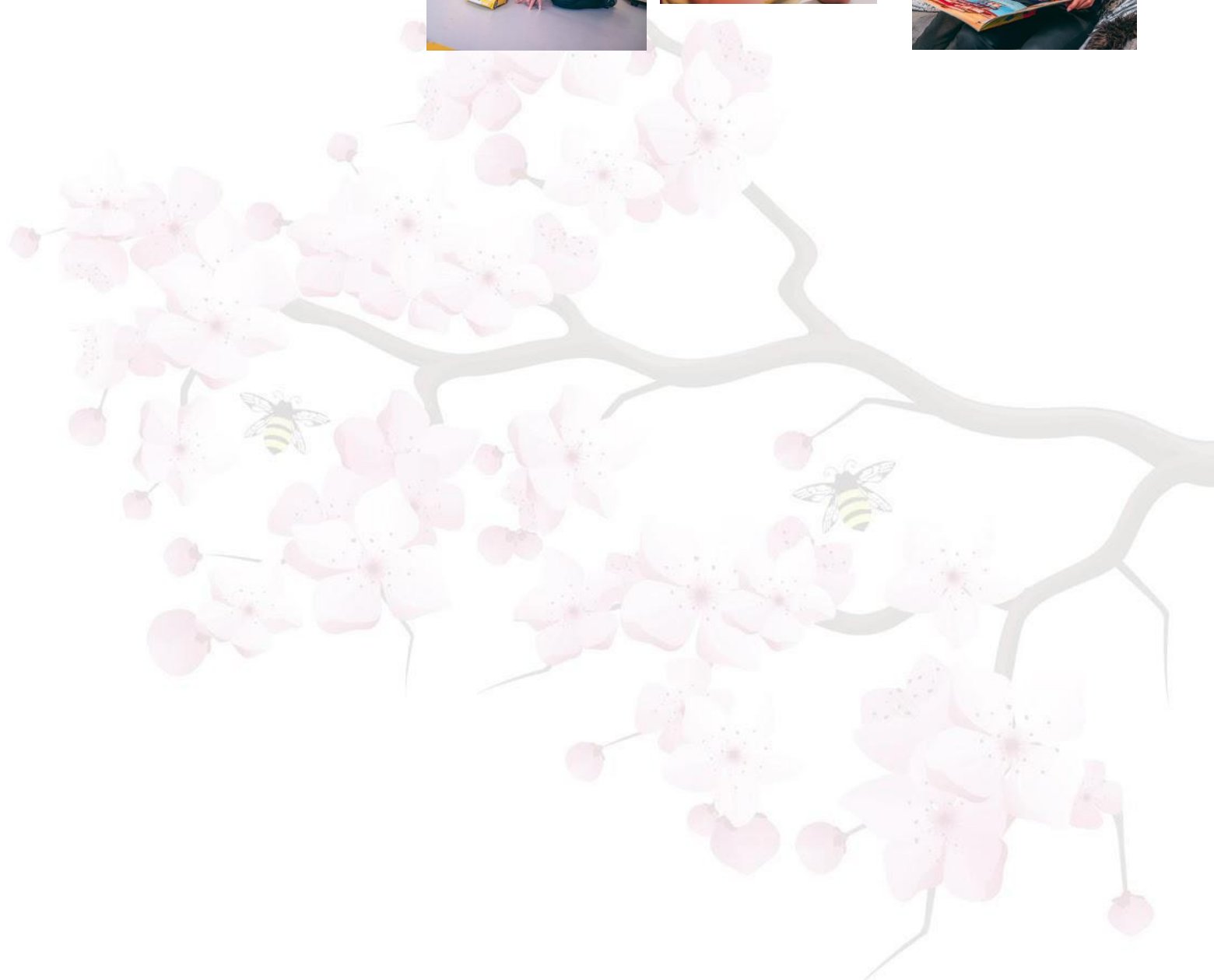


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