

Salary:

Support Staff Pay Scale: Grade 6, Term time plus 5 inset, plus 1 week = 40 weeks

Reports to:

SENDCO

Purpose of the Role:

To provide an efficient and effective administrative support service to the Special Educational Needs & Disabilities department.

Main Tasks and Responsibilities:**Key responsibilities:**

- Provide personal, administrative and organisational support to other staff.
- Organise meetings with students and parents for HUB Staff and SENDCo as required.
- Liaise with the SENDCo regarding all relevant administrative issues.
- Undertake a range of office duties including word processing including mail merges, data input work, filing, photocopying, diary management, distribution of mail.
- Maintain an ability to deal with issues of a sensitive nature and awareness of how to handle confidential information.
- Processing of referrals and students under SEND support.
- Preparation for EHCP and SEND Support (K) review meetings.
- Administrative management of Access Arrangements for Years 7-13 – involving all tracking and communication with staff and parents/carers.
- Other SEND communications with staff and parents.
- Ensuring software licences are valid and applicable.
- Ordering of resource for the SEND department, including subscriptions and keeping of financial records.
- Manage the purchasing of key SEND support resources.
- To liaise with SENDCo re setting agenda for meetings and minuting HUB meetings and any relevant external meetings for SEND students.
- Administrative oversight of SEND referral process.
- Administration of Access Arrangements (tracking , monitoring and administration)
- Transition – administration oversight of the HUB student transition process
- Manage manual and computerised record/information systems
- Analyse and evaluate data/information and produce reports/information/data as required
- Any reasonable task as directed by the SENDCO/Deputy SENDCO.

Main Tasks and Responsibilities:**General duties**

- To play a full part in the life of the school community by supporting its distinctive aims and values and to encourage students to follow this example.
- To promote and actively comply with the school's policies, including the Health and Safety policy.
- To take part in regular training including termly cyber security awareness and safeguarding training.
- To attend school and relevant wider based training sessions as required or necessary.
- Maintain confidentiality regarding handling of sensitive data pertaining to students, staff, or school related matters to ensure the integrity of all data held in the school.

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the employee's line manager / Headteacher from time to time, up to or at a level consistent with the principal responsibilities of the job.

Signed :**Date:**