

P-



Brockenhurst College

JOB DESCRIPTION

POST:	SEND Administrator
WORKING HOURS:	25 hours per week for 40 weeks per year (weekly pattern to be agreed with Line manager).
GRADE:	Support Staff Pay scale 2/3 points 11 – 17
SALARY:	On a point within the range. Salaries are reviewed annually.
DATE:	November 2019
PURPOSE OF THE POST:	To provide a range of efficient and effective administrative support to the LDD manager to include the coordination of Annual Reviews for learners in receipt of an EHCP.
RESPONSIBLE TO:	LDD Manager

Duties include:

1. Liaising with Teachers, Learning Support Assistant Coordinator, Learning Support Assistants, Skills Development, Student Support Managers and Heads of Curriculum to obtain student feedback in a timely manner for Education, Health Care Plan (EHCP) Annual reviews
2. Work within IT systems or paper based systems as appropriate
3. Contacting Parents, Local Authorities and other Lead professionals to arrange Annual EHCP Reviews within statutory timeframes provided by the Local Authority.
4. Requesting feedback from Parents and the Young person in advance of the Annual EHCP Review.
5. Planning and coordinating various diaries to book EHCP Annual Reviews to ensure that the statutory 365-day deadline is met between each review date.
6. Ensuring that paperwork is completed in accordance with statutory requirements
7. Escalate any issues to the Head of Curriculum where necessary
8. Assisting with other admin duties assigned by the LDD Manager that may be required related to the management of EHCP's– filing, scanning, logging messages onto the Emily system etc.
9. Collating information for new EHCP Requests for Assessment from parents, teachers and other professionals involved

10. Sourcing & recording information from EMILY
11. Attend Annual reviews or open events at Schools where required by the LDD Manager
12. Arrange Interviews for prospective applicants in receipt of an EHCP on the College Admissions System

The Postholder will:

- Have excellent organisational skills
- Be able to multi task and be process driven
- Able to work under tight deadlines
- Demonstrate diplomacy and empathy
- Be able to build strong working relationships both internally and externally to the College
- Give a high profile to equality of opportunity in all areas of activity, including compliance with the Equal Opportunities policy.
- Aim to provide a safe and secure environment for all our students in compliance with our Child Protection policy.
- Ensure compliance with the Disability Statement, including the need to notify Personnel of any changes in circumstances.
- Participate in the agreed scheme for staff development, training and appraisal and be committed to continuous personal and professional development.
- Carry out all duties with due regard to Health and Safety Regulations.
- Ensure compliance with the Financial Regulations of the College
- Ensure compliance with the College Computer & Telecommunication Systems regulations, policies and procedures.
- Notify Personnel of any changes in personal details, e.g. a change of name or address, car registration number, telephone number, next of kin/emergency contact details, etc.

This job description is current at the date shown but in consultation with the postholder it is liable to variation to reflect or anticipate changes related to the job.

PERSON SPECIFICATION

JOB TITLE: SEND Administrator

POST NO:

	ESSENTIAL	DESIRABLE
EDUCATIONAL QUALIFICATIONS/ ATTAINMENTS	A minimum of GCSE A-C or equivalent in English and Maths	A level standard of education, or equivalent
EXPERIENCE REQUIRED	Experience of Information and Advice or Customer Service Experience of data entry. General administrative duties.	Experience with 16-25-year-old students Experience of working in an educational setting with SEND knowledge
SPECIAL KNOWLEDGE OR TRAINING	Administration and organisational Competent in the range of Windows/Office packages including Word, Excel, and Outlook. Ability to work with in-house IT systems after training	Understanding of Special Educational needs & Disabilities Understanding of Safeguarding
ABILITIES, SKILLS & PERSONAL QUALITIES	Cheerful and positive with a “can do” approach Excellent customer service skills Excellent communication skills, including accurate written English. Excellent organisational skills. Good interpersonal and verbal/written communication skills. Good IT, telephone, and	

	<p>organisational skills. Ability to work under pressure and accurately to tight deadlines. Good numeracy skills. Accurate record keeping. Diplomacy, combined with a firm but empathetic attitude.</p>	
RELATIONSHIPS	<p>Able to work well as part of a team and autonomously Work reliably and efficiently without supervision Have a good working relationship with college departments and work with them to build strong links Commitment to an ethos of continuous improvement.</p>	
MOTIVATION	<p>Able to be self-motivated</p>	