

School Administrator with Responsibility for EHCP Administration

Name:	Starting Date:
Salary Grade: Grade F - point 6 – 7 (NJC for Local Government Services Pay scales 2019)	Status of Post: Permanent – up to 37 hours per week, 41 weeks per year (term time, inset days + 2 week to be agreed). <i>Flexibility of hours to ensure that all duties are covered between 8am and 4:30pm</i>
Responsible to: School Business Manager	Review Date:
Responsibilities: Administrative support, SEN admin	

Core Responsibilities:

- To be the first point of contact for all matters relating to the annual review of Education, Health and Care Plans.
- Act as first point of contact for those visiting the school or telephoning/ emailing into the school in relation to EHCPs.
- Ensure EHCPs are accurate and up-to-date for Resource Allocation System (RAS) purposes.
- Liaise with Head of School over Consultation papers received.
- To present a positive image of the school, at all times, to all visitors and through telephone and email contact.
- To provide high quality end-to-end administration of the EHCP annual review process at the school.
- To provide efficient and effective management of the EHCP meetings.
- Co-ordinate the maintenance of EHCP records, including those relating to admission and transition.
- Work with the Key Stage Leaders and Senior Leadership Team, to ensure that records are accurate for internal and external moderation and inspection purposes, including exclusion paperwork.
- Undertaking a range of appropriate general administrative duties to facilitate and support the work of the school, under the direction of the School Business Manager, to include Reception duties

Administration:

Develop and maintain a schedule of meetings such that all EHCP meetings are conducted within required timeframes.

Prepare and send out invitations and other correspondence in relation to EHCP annual review meetings. Liaise on behalf of the SLT with outside agencies as required to ensure that all relevant agencies are in attendance.

Prepare and collate all pre-meeting paperwork for the EHCP annual review ensuring timely distribution to relevant colleagues. Communicate with attendees to the meeting.

Take detailed and accurate minutes of the EHCP meeting including populating the required paperwork with information which arises from the meeting. Preparation and submission of returns, information and forms for various internal and external organisations.

Liaise with the Assistant Head or delegated member of staff to facilitate the production of required statistics in relation to EHCP for various internal and external agencies as required.

Send out all completed paperwork to relevant parties after the meeting ensuring that correct signatures are obtained and documents are stored and distributed appropriately. Take responsibility for the safe storage of EHCP paperwork.

Work with other relevant staff to arrange transition visits pupil placement visits as required.

Be responsible for exclusion paperwork.

Providing cover for general school administration duties which may include telephone, reception and post duties, and other administration tasks such as filing, photocopying, greeting and welcoming visitors to the school, signing in and out, receiving, opening and distributing incoming mail and despatching outgoing mail, and replying to emails.

Meeting Organisation:

Ensure that a suitable meeting space has been booked with sufficient furniture to accommodate all attendees. Organise the room and any required IT equipment in order that the meeting can start promptly and proceed smoothly.

Meet and greet visitors to the meeting, preparing refreshments as required for attendees.

All staff may be asked to attend relevant training sessions; these currently take place on Wednesdays between 3:40 and 5:00pm. Appropriate notice of required attendance will be given and, where these times do not fit in to the usual daily working pattern, agreed time off in lieu given.

The post holder may be asked to complete other such duties as may be appropriate to achieve the objectives of the post to assist the school achieve its targets and fulfilment of objectives commensurate with the post holder's salary grade, abilities and aptitudes.

The post holder must, at all times, carry out his/her responsibilities with due regard to school policy, organisation and arrangements under Health and Safety at Work and equal opportunities. It is a requirement of this post that utmost confidentiality can be demonstrated at all times.

All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with.

Davenport Hill School – Administrator

All essential unless desirable stated

Qualifications	<p>Educated to GCSE Grade C in English & Maths (or equivalent).</p> <p>Word Processing qualifications at intermediate level (Or equivalent).</p> <p>NVQ Level 3 Administration (or equivalent) (desirable).</p>
Experience	<p>Relevant experience of administrative tasks.</p> <p>Confident use and experienced in use of Microsoft Office products: Word, Excel, Outlook and Access.</p> <p>At least one year's relevant experience in an office environment.</p> <p>Previous experience in a school office environment (desirable).</p> <p>A flexible and versatile approach to work.</p> <p>Experience of working with MIS (desirable).</p> <p>Good team work skills.</p> <p>High level communication skills in writing and on the telephone.</p> <p>Ability to work to tight deadlines and on own initiative.</p> <p>Ability to maintain data protection and confidentiality.</p>
Training	<p>Willing to attend relevant training.</p> <p>Prepared to undertake training, when necessary, on the necessary educational software packages.</p> <p>Prepared to undertake training in school administration qualifications.</p> <p>Familiarity with health and safety regulations.</p> <p>A qualified First Aider (desirable) - training can be provided.</p>
Special Knowledge	<p>Microsoft Office suite.</p> <p>Experience in pupil databases (training will be available).</p>
Circumstances	<p>Flexibility of hours as above.</p>
Personal Qualities	<p>Well organised and able to plan workload schedules.</p> <p>Work as a member of a team.</p> <p>High level of accuracy and attention to detail. Show initiative & self-motivation.</p>
Practical and Intellectual Skills	<p>Keyboard skills.</p> <p>Must be able to calculate figures accurately.</p> <p>Good spelling and grammar.</p> <p>Excellent verbal & written communication skills.</p>
Other	<p>Satisfactory DBS safeguarding checks and two references</p>