

THE BLANDFORD SCHOOL

CONTEXT STATEMENT

JOB EVALUATION REFERENCE: XS 8.4a

JOB TITLE: Inclusion and Access Arrangements and Reasonable Adjustments Administrative Officer

GRADE: 7

The Blandford School is a successful school with high aspirations for our students. The school was inspected by Ofsted in April 2024 and achieved Good in all areas.

Job Introduction

This post has become available due to the internal promotion of the previous post holder. The post holder will provide efficient administrative support, to ensure compliance with SEND, LA, School, and JCQ administrative and reporting requirements, including undertaking manual and computer data entry/extraction and other administrative duties. The post holder will report to the Inclusion Leader/SENDCo.

Liaison

The Blandford School is an 11-18 maintained school with 1125 children on roll, the post holder will liaise with North Dorset Locality and other agencies who support our students. There will also be close liaison with staff, students and families.

Additional information to support the main responsibilities and duties in the job description.

Main responsibilities and duties

1. To ensure the provision of a comprehensive administrative/clerical and secretarial service.
 - Organise the Learning Support team to ensure efficient use of resource and compliance. Assist in the appointment of Learning Support staff. Coordinate the administration and distribution of assistive technology
 - To work with the Inclusion Lead and Exams Officer to maintain the Access Arrangements and Reasonable Adjustments (AARA) list, process Form 8s/Form 8RF/Form 9s, administration of AARA testing and communication of AARA to all teaching staff, parent(s)/carer(s) and students
 - Manage the alternative provision tracker including the production of information, statistics and reports associated with this
 - Support good attendance of students in school by managing school attendance management processes
2. To act as a link between the administrative/clerical and secretarial team and the Headteacher/Bursar/Senior Admin Officer or other nominated person over all issues relating to the work of the school office.
 - The school office refers to the Learning Support office, the Bursar refers to the Business Manager and the Senior Admin Officer is the Office Manager



- To be responsible for maintaining SEND information including the TBS SEND list and to develop efficient and effective ways of communicating SEND information to staff, students, parent(s)/carer(s) and external agencies
 - To co-ordinate SEND meetings, including annual reviews, ensuring all paperwork is accurate and with the appropriate parties
3. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

The post holder will be required to undertake any other reasonable tasks as are required from time to time at the discretion of the Inclusion Leader/Headteacher.

Knowledge and skills

- A working knowledge of Microsoft Office including Word and Excel would be useful
- Relevant previous office and supervisory experience is desirable
- An ability to develop a good understanding of JCQ requirements and ways of working to ensure compliance with JCQ Access Arrangements and Reasonable Adjustments 2023
- An ability to develop a good understanding of the Dorset SEND annual review process and statutory paperwork associated with this.
- An ability to develop a good understanding of relevant parts of the SEN Code of Practice, 2014, relating to Education Health and Care plans
- Resilience and positivity

Resources

General office equipment including word processor and photocopier.

Working Environment

Working in a busy office with frequent use of IT equipment. There is no requirement to process heavy loads of incoming and outgoing mail.

