

THE WOODROFFE SCHOOL JOB DESCRIPTION

Job title:	Administrative Officer (SEN)	Job Ref:	XS8.4b
Postholder's Name:		Grade:	6
Reports to:	Headteacher via Assistant Headteacher i/c Inclusion		

Main job purpose

To provide efficient administrative support to the Inclusion Department. To ensure compliance with the school administrative and reporting requirements, including undertaking manual and computer data entry/extraction and other administrative duties.

Main responsibilities and duties

1. Ensure the provision of a comprehensive administrative/clerical and secretarial service in the Inclusion Department. To act as PA to the Inclusion Department and be the initial point of contact for parents/outside agencies.
2. Maintain vulnerable students' files; to include all data entry relating to students with Special Educational Needs (SEN) and maintenance of SIMS SENCo module data.
3. In conjunction with the Exams Manager and Assistant SENCo, organise the smooth running of exams for vulnerable students.
4. Order stock.
5. Administration relating to Annual Reviews.
6. Administration relating to EHCPs, confidential information sheets and review sheets.
7. To keep up to date with current Code of Practice advice and regulations.
8. Liaison with external agencies.
9. Maintenance of the SEN diary, SEN Handbook and details of the department's professional development activities.
10. Minute Annual Reviews and other department meetings.
11. Oversee the maintenance of records relating to the borrowing/return of the SEN laptops and the printing of students' work.
12. Enter all student testing scores onto the computer system.
13. Convene twice yearly Code of Practice Meetings.
14. Maintain the SENCo email address and distribute the inbox as appropriate.
15. Liaise with Primary feeder schools about EHCP applications.
16. Liaise with post-16 providers about transition
17. Liaise on a day-to-day basis with Teaching Assistants about students.
18. Train staff and students to use assistive technology, e.g. Read and Write Gold, Reading Pens.
19. 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.
20. To liaise/advise the Headteacher/Bursar/Senior Admin Officer on the work, training and development requirements of the office staff.
21. To rearrange the daily operation of the administrative systems network and liaising with Support Services as necessary.

22. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.
23. To undertake other duties as may reasonably be required from time to time.

Knowledge & skills

1. Relevant experience of office work including databases and analysis of data.
2. Minimum of 5 GCSE's (A*-C Grade) or equivalent office experience/vocational qualifications.
3. Effective and developed interpersonal skills are considered to be essential for this role.
4. The post requires a high degree of personal, interpersonal, organisational, communication and administrative skills, including initiative, diplomacy, discretion and a professional approach.
5. Knowledge and experience of a range of ICT software applications, including Microsoft Office is required.

Supervision and management

The postholder will work directly for the Head, under the direction of the Assistant Headteacher i/c Inclusion.

For a substantial part of the time, the postholder will work without direct supervision, however supervision will be present where necessary.

Problem solving and creativity

Required to deal with changing and conflicting deadlines, frequent interruptions to work, routines requiring response and reordering of tasks.

Works under direct of Headteacher or other nominated person.

Key contacts and relationships

Daily contact by telephone/face to face with Assistant Headteacher i/c Inclusion and the Assistant SENDCo, Staff/Pupils/Parents and other visitors to the school and outside agencies.

Decision making

1. Works to deadlines.
2. Needs to prioritise own workload.
3. Frequently deals with non-routine queries, forwarding matter to appropriate staff where necessary.

Resources

General office equipment eg Word Processor, photocopier, telephone, etc.

Working Environment

Working in busy office with frequent use of IT equipment.
Restricted space.

Occasionally processing heavy loads of incoming/outgoing mail.
Fluctuating workload in relation to the time of the school year.
Size, Phase and type of school and pupil profile. Split site school.