

JOB DESCRIPTION

Job title:	SEND Administrator	AAT Grade: E	Points 7 - 11
Reports to:	Team Leaders/SEND/SLT		

Main job purpose

To manage the administrative functions with the Inclusion Team by providing a full and efficient administrative/support service.

Main responsibilities and duties

- Act as the first point of contact for the SENDCo and learning support team including telephone inquiries, receiving visitors including conducting parent/staff tours as needed.
- Share information with parents as directed through email/ phone/letters/correspondence or face to face communication and to keep accurate records of all communications.
- To take minutes of meetings when required and distribute.
- Assisting with production, circulation and promotion of student information.
- Assisting the SENDCo with the coordination of annual reviews within statutory time frames, including but not limited to: gathering evidence, inviting key stakeholders, gathering information from careers service, completing pre and post review statutory meeting documentation and taking minutes, action reviews at the end of the process.
- To help with the organisation of EHCP applications and reviews; liaising with the LA, inviting parents and outside agencies, typing, collating and distributing review reports.
- To deal with the administration of all new SEND students to the school, liaising with feeder school, HOS, LA, and parents
- Updating the system with SEN changes and updating the system with EHCP outcomes
- To keep an accurate record of SEND students' needs including key information from professional reports such as educational psychologists and speech and language therapists
- Confidential filing and retrieval of SEND student information
- Assist with the transition of year 6 SEND students including helping organise the transition day. Collate new SEN information at points of transfer for students.
- To coordinate meetings and information gathering from external professionals e.g. the LA, educational Psychologists and Paediatricians
- To effectively input and assess a range of data as required to ensure the effective assessment and monitoring of SEND students
- Appointment coordination for Educational Psychology, Annual Reviews, Hearing/ Vision Specialist Services.
- Send on files to other schools on leaving in year and at the end of year 11 or at points of school transfer.
- Assist the SENDCo with Access Arrangements requests

Other:

- Respect any and all confidential information.
- Undertake such other duties as may be required from time to time commensurate with the level of the post as determined by the Principal. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- Comply with all decisions, policies and standing orders of the school; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure, and to meeting the five outcomes of Every Child Matters.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's Safeguarding and Child Protection Policy.
- Be able to work alone or as part of a team
- Undertake training, update or review sessions as required.
- Supervision of all students on the school premises during the break times, before and after school as & when directed, both in the school buildings and grounds. This can involve supervision of children before, during and after they have eaten their lunch.
- To maintain high expectations in terms of behaviour from the students and to follow the academy's Behaviour Policy.
- To ensure the safety of students at all times
- To liaise with other members of staff and parents
- To be a point of contact and communication between parents and teacher/school when necessary.

- To show a record of excellent of attendance and punctuality.
- To adhere to the Academy's dress code.

Support yourself by:

- Committing to improving your own practice through self-evaluation and reflection
- Following academy policies consistently
- Being organised and keeping appropriate and quality records that will help you to share information quickly and accurately, for example in using academy computer/paper-based systems.

Knowledge & Skills

- The ability to interpret, analyse and disseminate information through a range of different channels to all levels of staff.
- Competent in the use of IT systems.
- Communication, organisation and interpersonal skills.
- Flexibility in working times on occasions
- Recognising your own strengths and areas of expertise and using these to advise and support others.
- To be able to work accurately, under your own initiative and to work in an organised and flexible manner.
- To take part in the Academy's staff development programme by participating in arrangements for further training and professional development.
- To engage actively in the Appraisal process

Supervision and Management

- The post holder has no management responsibility. The post holder may also be required to provide some on-the-job training for new recruits.
- The post holder will be expected to work for substantial periods unsupervised and to organise own workloads and priorities.

Problem Solving and Creativity

- To deal with changing and conflicting deadlines and frequent interruptions to work on a day-to-day basis.

Key Contacts and Relationships

- Close contact and consultation with all levels of staff within the school, the Trust and external bodies.
- Liaison with relevant staff from other schools within the trust as needed.
- Maintain regular contact with your line manager/SLT Link. Assist in providing information for the making of reports to the Trust.
- The post holder will have contact with other staff members, students and parents.

Decision Making

- Know when to seek help and advice.
- To establish and maintain clear systems and rationale
- Work to set deadlines and to prioritise your own workload.

Working Environment

- Working throughout the split site on more than one floor and in more than one building.
- General office equipment – to include access to a computer, printer, photocopier, fax, telephone etc.
- Working in different rooms when supporting students in either classroom or intervention sessions.
- Subject to frequent periods of lone working
- Travel to other AAT sites when required to assist other Academies as and when requested by the Trust.

Job description prepared by:

HR/SLT

Date:

July 2026

This list of duties is not intended to be exhaustive but simply highlights a number of the major tasks of the post. The post holder may be required to undertake additional duties which might reasonably be expected of him/her and which form part of the functions of the post.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Following consultation with you, this job description may be changed by Management to reflect or anticipate changes in the job, which are commensurate with the salary and job title. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.