



## Job Description

**Job Title:** SEN Administrator

**Reports to:** SENCO

**Salary:** Scale 3, Point 14, £15,056 (£17,681 pro rata)

**Hours:** 29.6 hours per week, term time only

**Job Purpose:**

To ensure that a full range of efficient and effective administrative support is available to the Parkside Federation Equality & Intervention team working at Trumpington Community College

**Key Tasks and activities:**

- Using google suite to manage online records and systems.
- Maintain, operate and review efficient administrative support systems for the Equality & Intervention team. To include filing, photocopying & scanning as required.
- Organise Annual Review meetings for pupils with an Education Health & Care Plan
- Administrative support for students with Strategy Sheets to include
  - the electronic organisation of Strategy Sheets
  - ensuring that teaching staff have Strategy Sheet information readily available
  - planning review meetings
- Ordering stationery & other equipment as directed by the SENCO
- Communicating with parents and students about SEND matters
- Administrative duties associated with access arrangements and exams, as directed
- Maintaining the SEND team diary and staff absence records across the Federation
- Recording and circulate telephone messages
- Minuting meetings where necessary, word processing and circulation of those minutes as directed
- To undertake such tasks appropriate to the grade of post which may from time to time be required across the school.
- General administration work as directed by line manager.

*CAP is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment*

### **Key Skills and competencies**

- Good IT skills, including the google suite of apps
- Organised and systematic approach to work
- Ability to work efficiently when multi-tasking
- Ability to relate well to staff, parents and pupils and maintain confidentiality
- Good interpersonal and listening skills
- Enthusiasm, commitment and motivation
- An understanding Special Educational Needs & Disabilities would be advantageous.

### **General Accountabilities**

- Be responsible for own safety and not endanger that of colleagues/visitors to the workplace.
- Work in compliance with the Codes of Conduct, Regulations and policies of the Trust, and its commitment to equal opportunities and safeguarding.
- Ensure that output and quality of work is of a high standard and complies with current legislation/standards.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.