Job Description

**Role:** Child Protection and SEND Administrator

**Salary:** Scale 4, Spinal Column Points 11 - 14: £23,628 to £25,680 per annum (Pro Rata £19,970 - £21,705)

**Contract Type:** Permanent, Term Time only (39 weeks)

**Working Hours:** 36 hours per week

**Reporting to:** Child Protection Lead

**The main purpose of the job will be as follows:**

To provide high quality administrative support within the SEND department, undertaking a range of general administrative support functions.

**Accountable to:**  Designated Safeguarding Lead and Academy SENCOs. All staff are required to work under the reasonable direction of the Headteacher and the Academy Business Manager with delegated authority.

**Performance Management:**  The post-holder will be subject to the Academy’s annual Performance Management Review process. A pay review will be part of this process.

**Responsibilities:**

* To support the Child Protection Lead & SEND Administrator in the provision of a high quality administrative service to all phases of the Academy.
* To undertake any relevant training as required to support the functions of the post and to enhance personal development.
* To undertake other related duties which SLT may require within a reasonable workload.

Please note this is a newly created role in the academy in response to the increasing workload in the areas of Child Protection and SEND. Therefore, the exact responsibilities of this role will be agreed with the successful candidate on appointment and will take into account the previous experience, skills and expertise of the person appointed. The job description will be finalised after the first month in post.

Person Specification

**BE ABLE TO:**

* Communicate clearly orally and in writing.
* Spell accurately and write legibly.
* Carry out calculations using the four rules of number (at least GCSE standard).
* Work flexibly and to recognise the specific demands of the school environment.
* Work as part of a team and independently.
* Take initiative, identify and solve problems.
* Deal sensitively and effectively with people.
* Find and use relevant information and refer to appropriate sources of information.
* Respond appropriately to children in a school environment.
* Follow the Safeguarding and Equality policy.
* Understand, abide by, contribute to and promote all Academy policies.
* To comply with GDPR.

**HAVE HAD EXPERIENCE OF:**

* Working in a school or other education setting either supporting learners, families or providing administrative support
* Working with a diverse range of clients/customers.
* Taking responsibility and using own initiative.
* Using ICT confidently.

**HAVE KNOWLEDGE OF:**

* How equality of opportunity can be supported and promoted through this post.
* How to support children’s development in all areas of learning.
* Safeguarding practices in schools including *Keeping children safe in education* ([here](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2))
* Special educational needs and disability practices in schools including *SEND code of practice* ([here](https://www.gov.uk/government/publications/send-code-of-practice-0-to-25))