



Job Description

Job Title:

Senior Administrator (SEND, Educational Experiences & Achievement)

Reports to:

AHT – Educational Experiences

Job Purpose:

To manage the administrative functions with the SEND, Safeguarding and Educational Experiences.

Specific duties:

SEND ADMIN

To provide an administrative service to the SENCO which will include:

- Typing/word processing documents i.e. documentation for annual reviews and external agencies such as EP, SALT, Health referrals
- Taking and receiving telephone calls
- Making diary appointments, organising and arranging meetings with outside agencies/other schools/parents/prospective parents etc.
- Taking minutes in meetings as required
- Record keeping and filing of information received from both internal and external staff/parents/agencies etc.
- To maintain effective communications with staff, parents and external agencies

EDUCATIONAL EXPERIENCES

- Timetabling and working with the AHT to schedule clubs and Friday Enrichment
- Advertising and promoting to parents the Educational Experiences framework
- Managing subscriptions and registers
- Ensure the clubs are well resourced, liaise with club leads on resources they will require
- To maintain effective communications with staff, parents and external agencies

ACHIEVEMENT

- Manage school data systems
- Reporting school data to external agencies i.e. DFE, LA, REACH2
- Communicate achievement calendars to all key stakeholders
- Order and store all testing materials for the school



Person Specification

	Essential	Desirable
Qualifications and Education		
Maths and English GCSE Grade 5 or above or equivalent	✓	
Evidence of continuing professional development		✓
Experience, Skills and Knowledge		
Experience of working in a busy school administrative role	✓	
Ability to manage conflicting demands and competing priorities Working knowledge of sims	✓	
Experience in a role that involved dealing with a variety of customers/stakeholders	✓	
Good IT skills with knowledge of Microsoft Office Packages including Word and Excel and G-Suite	✓	
Highly numerate - able to work confidently with figures	✓	
Accuracy and attention to detail	✓	
A good level of spoken and written English – ability to write clearly and concisely	✓	
Excellent verbal communication and interpersonal skills including an excellent phone manner	✓	
Strong administrative and organisational skills	✓	
Good time management skills	✓	
Knowledge of Data Protection legislation	✓	
Working as a member of a team	✓	
Personal Qualities		
Be able to maintain confidentiality	✓	
Be able to remain impartial	✓	
Have a flexible approach to working hours	✓	
Have a positive attitude to personal development and training	✓	
Good interpersonal skills	✓	
Other		
Commitment to safeguarding and promoting the welfare of children and young people	✓	
Willingness to undergo appropriate checks, including enhanced DBS Checks	✓	
Motivation to work with children and young people	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	