



Wroxall Primary School

SEN Administrator Job Description

Job Purpose:

To provide specific clerical and administrative functions for the school under the direction or instruction of the SENCO and Headteacher; taking a proactive role in relation to the day to day functioning of the SEN support team.

Key Duties and Responsibilities:

- Support the day to day clerical and administrative functions of the SEN support team; including clerical processes, word processing, IT based tasks requiring knowledge of appropriate software, operation of office equipment and the processing of incoming and outgoing mail.
- Produce lists, information and data as requested by the SENCO, Headteacher or external agencies.
- Develop and maintain manual and computerised records and management information systems in line with school needs, data protection and school policies and procedures.
- Update and maintain SEN register with SENCO.
- Act as the main point of contact for the SEN support team; investigating queries, assessing the nature of telephone calls, referring them to the appropriate person without referral to the line manager where possible, and receiving visitors in a courteous, prompt and efficient manner, to ensure that staff, stakeholders, children, families and external agencies who contact the school are dealt with efficiently and consistently.
- Arrange and coordinate appointments and meetings on behalf of the SENCO, organising venues and equipment, dealing with relevant documents and taking meeting notes as required.
- Complete referrals where required; to other agencies, such as Speech and Language Therapy, Primary Behaviour Service etc.
- Organise school's room allocations for interventions and other requirements.
- Ensure annual review paperwork for EHCP applications is complete and submitted on time.
- Assist with arrangements for school visits and events related to SEN.
- Work in collaboration with the Family Liaison Officer and support with administration tasks and referrals as and when required.

General:

- Be aware of and comply with all policies and procedures relating to child protection, health and safety, data protection and confidentiality, reporting all concerns to ensure pupils' wellbeing.
- Support the safeguarding and welfare of children and young people within the school.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos / aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans.
- Participate in training and other learning activities and performance development as required. Share good practice with colleagues, receive support from others in areas of development.

- To fulfil any other duties as required by the SENCO and/or Head Teacher with the agreement of the post holder.

This job description describes the way in which the post holder is expected and required to perform and complete the particular duties set out above.

It can be amended, in consultation with the Head Teacher, to reflect the changing needs of the school and should be reviewed annually.