



Oak Tree School

Truro Business Park, Threemilestone, Truro, Cornwall TR4 9NH

T 01872 264 221 E oaktreeschool@acorncare.co.uk

www.oaktreeschoolcornwall.co.uk

Job Description: SEND Administrator

Main Purpose of the Role

To provide a professional, effective, and responsive administration service to the SEND team

Key Responsibilities

Provide high-quality administrative support to the Lead SENDCo and wider SEND team.

Liaise with parents/carers, staff, external agencies and local authority colleagues regarding meetings, documentation and SEND processes.

Maintain accurate SEND records, trackers, calendars and filing systems, ensuring information is kept up to date and handled confidentially.

Support the preparation, collation and distribution of paperwork for EHCP reviews and other SEND meetings.

Record and follow up actions arising from meetings, where required.

Monitor key dates and deadlines relating to EHCP reviews and support the SEND team in ensuring statutory processes are completed within required timescales.

Manage SEND-related correspondence, telephone calls and general enquiries, and escalating matters to the Lead SENDCo where appropriate.

Maintain appropriate confidentiality and comply with safeguarding, data protection and organizational policies.

Person Specification

Essential Qualifications and Experience





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- GCSE, or equivalent, in English and Maths
- Ability to compose clear, accurate reports
- Experience of reception work, preferably within an educational environment
- A good working knowledge of effective administrative systems and processes
- Computer literate experience with Excel
- Willingness to undertake group induction training and a strong commitment to CPD

Personal Qualities

- Excellent organisational skills and attention to detail.
- Strong communication, confident telephone manner and interpersonal skills.
- Ability to prioritise workload and meet deadlines.
- Flexible and proactive approach to work.
- Commitment to safeguarding and promoting the welfare of children and young people.
- Ability to work independently and as part of a team.
- Ability to always maintain confidentiality and professionalism.
- Commitment to the values of the organisation

What We Offer

- A supportive and collaborative working environment.
- Opportunities for professional development and training.
- Access to employee wellbeing support.
- The opportunity to make a meaningful contribution to students' educational experiences.

Safeguarding

Oaktree School is committed to safeguarding and promoting the welfare of children and young people. All appointments will be subject to satisfactory references, an enhanced DBS check, and appropriate pre-employment checks.

