

Job Title: SEND Administrator

Responsible to: SENCo / Assistant Headteacher

Contract: Permanent 3 days

Hours/Days: 8.30am - 4.00pm – 3 days per week (term-time only + inset days) PLUS additional paid overtime available to cover up to 2 days long term sickness.

Purpose of the Role:

To provide high-quality administrative and organisational support to the SENDCo and Inclusion Team to ensure the effective delivery of support for pupils with Special Educational Needs and/or Disabilities (SEND).

The SEND Administrator will play a vital role in maintaining accurate records, coordinating communication with families and external agencies, and ensuring compliance with statutory SEND processes and deadlines.

Key Responsibilities:

1. Administrative Support

- Provide comprehensive administrative support to the SENDCo and Inclusion Team.
- Maintain and update the SEND register and associated pupil files in accordance with GDPR.
- Support with the coordination of annual reviews, meetings, and assessments for pupils with EHCPs and SEN Support.
- Prepare and distribute agendas, paperwork, and minutes for SEND-related meetings.
- Support the organisation of specialist interventions, assessments, and visits from external professionals.

2. Record Keeping and Compliance

- Ensure that all SEND documentation, records, and reports are accurate, up to date, and stored securely.
- Track statutory deadlines for EHCP processes and Annual Reviews, ensuring timely completion and submission.
- Assist with data input and reporting for census, audits, and monitoring of SEND pupils' progress.
- Maintain contact lists for parents, professionals, and support agencies.

3. Communication and Liaison

- Act as a first point of contact for SEND-related queries from parents, staff, and external professionals.

- Communicate professionally and sensitively with families regarding meetings and documentation.
- Liaise with teachers, support staff, and external agencies (e.g. Educational Psychologists, Local Authority SEND teams).
- Support the SENDCo in preparing reports and correspondence for senior leaders, governors, and external agencies.

4. General Office Support

- Work collaboratively with the wider administration and inclusion teams.
 - Assist in maintaining resources, filing systems, and SEND documentation (paper and digital).
 - Contribute to a welcoming, inclusive environment for pupils and families.
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Person Specification: SEND Administrator

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• GCSEs (or equivalent) in English and Maths grade C/4 or above.	<ul style="list-style-type: none">• Qualification or training in SEND, inclusion, or education administration.
Experience	<ul style="list-style-type: none">• Experience providing administrative support in a busy office or school setting.• Experience managing confidential and sensitive information.• Excellent organisational, IT, and communication skills.• Strong attention to detail and accuracy.	<ul style="list-style-type: none">• Previous experience working in a SEND or Inclusion Team.• Experience using school information systems (e.g. SIMS, Arbor, or Bromcom).
Knowledge and Skills	<ul style="list-style-type: none">• Ability to prioritise and manage multiple deadlines.• Understanding of confidentiality and data protection.• Professional, calm, and approachable manner.• Discreet and trustworthy with sensitive information.	<ul style="list-style-type: none">• Awareness of SEND processes, EHCPs, and statutory timescales.• Knowledge of local authority SEND systems or paperwork.
Personal Qualities	<ul style="list-style-type: none">• Positive, flexible, and proactive attitude.• Commitment to inclusion, equality, and supporting children with additional needs.	<ul style="list-style-type: none">• Interest in professional development related to SEND and inclusion.

Additional Information:

- This post is subject to an Enhanced DBS check.
- The successful candidate will receive appropriate training and support.
- Working pattern and days to be agreed with the SENDCo.