

Department: Support Staff	Section: Student Care
Job Title EHA/SEND Administrator	Scale: SS (11-17)
Terms of employment: Permanent	Hours: 35 hours per week (39 weeks per year)

JOB PURPOSE
<ul style="list-style-type: none"> To coordinate Early Help Assessments to ensure they are completed accurately, timely and that any identified action is followed up and carried out To provide administrative support to the SEND and Student Care Teams

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE
Reports to Assistant Principal with responsibility for Student Care and SEND

MAIN DUTIES AND RESPONSIBILITIES
<p>EHA</p> <ul style="list-style-type: none"> To ensure Early Help Assessments (EHAs) are fully completed at an early stage to meet the requirements of individual students and are signed off by the AP with responsibility for Student Care and SEND To liaise and work closely with the safeguarding team, SENDCO, Directors of Year and Assistant Directors of Year to ensure EHAs are completed accurately and dealt To arrange and attend meetings with parents (and ADoY/DoYs as necessary) <p>SEND</p> <ul style="list-style-type: none"> To provide administrative support to the SENDCO in the planning, development and organisation of SEND procedures and systems SEND Data entry to support the school database (SIMS) To manage the efficiency of the provision mapping tool Production of good quality, accurate correspondence, reports and other documents, using appropriate IT software Ensure accurate monitoring of SEND files and provide advance notice of reviews, access arrangements Maintain an appointment diary To assist with the transition of SEND students from Primary School – liaise with primary teachers and parents and attend any external meetings as necessary Maintenance of SEND filing systems Exam access administration – to collect, collate and share information with examinations officer and maintain the exams access database Type and collate material as required for the annual review process <p>General</p> <ul style="list-style-type: none"> Provide support to any other Student Care or SEND team member as required or deemed necessary Book meetings, take minutes and organise any hospitality requirements for the Send team and EHA requirements Keep adequate up to date records and filing in a secure and confidential manner Provide support to any other administration team member as required or deemed necessary To maintain strict confidentiality of sensitive information Participate in lunchtime duty rota

- Such other duties as may be compatible with the nature of the post and reasonably requested by the Principal

The safety and welfare of children and young people and other vulnerable groups is paramount to The Duston School and we are fully committed to the rigorous implementation of Criminal Records Bureau and Independent Safeguarding Authority procedures and arrangements.

The school is also committed to preventing discrimination or any other unfair treatment against employees, potential employees or volunteers on the grounds of offending behaviour that does not create a risk to children or vulnerable adults, in accordance with the CRB code of practice.

The Duston School is committed to safeguarding all children and young people. Safeguarding and Child Protection are a high priority for all employees at The Duston School.

Employee:

Name:

Signed:

Date:

On behalf of the school:

Name:

Signed:

Date:

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training	<ul style="list-style-type: none"> GCSE or equivalent in Maths and English IT literate 	<ul style="list-style-type: none"> Relevant office-based recognised qualification First Aid Certificate NVQ Level 2/3 in Business Administration
Competence Summary (Knowledge, Abilities, Skills, Experience)	<ul style="list-style-type: none"> Experience in typing, document creation and office procedures Evidence of working in a busy office environment as part of a team Microsoft Office skills, including Word and Outlook Evidence of ability to analyse and problem solve Good command of written and spoken English 	<ul style="list-style-type: none"> Experience in the use of SIMS applications Experience in the use of databases Microsoft Office skills, including Word, Publisher, PowerPoint and Excel Create publications using DTP and/or graphics
Work related Personal Requirements	<ul style="list-style-type: none"> Good organisational skills Good interpersonal skills Ability to facilitate and encourage others to complete tasks Ability to relate to and empathise with young people Honesty, integrity and reliability to ensure strict confidentiality and to ensure the requirements of the Data Protection Act Ability to use initiative Excellent team player Ability to work under pressure and to manage/prioritise heavy work loads Completer /finisher of tasks Ability to work accurately and under a fast pace Ability to prioritise in order to establish efficient flow of office work 	
Other Work Requirements	<ul style="list-style-type: none"> Flexible approach to work The ability to meet deadlines Presentable appearance Willingness to participate in lunchtime duty rota 	