

## JOB DESCRIPTION

<b>Post Title: SEN/Admin Officer</b>	<b>Director/Service/Sector : Children's Services</b>		<b>Office Use</b>
<b>Grade:</b>	<b>Workplace: Collingwood School &amp; Media Arts College</b>		<b>JE ref:</b>
<b>Responsible to: Office Manager/Business Manager/SMT</b>	<b>Date:</b>	<b>Manager Level:</b>	<b>HRMS ref:</b>
<b>Responsible for: Supervision of lower level administration staff as directed. Volunteers</b>			
<b>Job Purpose:</b> <ul style="list-style-type: none"> <li>Management and administration of pupil annual reviews and EHC plans.</li> <li>To liaise and support the SMT in the planning and diary of all reviews</li> <li>To liaise and co-ordinate with teaching staff the completion of relevant paperwork ensuring compliance with statutory deadlines.</li> <li>To co-ordinate effective communication between multi-agency professionals, parent/carers and teaching staff</li> <li>Contribute to the planning, development and monitoring of admin and support services maintaining confidentiality at all times.</li> </ul>			
<b>Resources</b>	Staff	Voluntary, Apprentices.	
	Finance	Money Handling, Ordering, Managing income process, Manage Bursary payments	
	Physical	Office Equipment, Medical Facilities, Accuracy and Security of Databases	
	Clients	Internal (Teachers, Other Staff, Pupils, Governors) and External (Parents, Visitors, Members of the Public). Providing relevant advice and information to Northumberland County Council and Government Agencies	
<b>Duties and key result areas:</b>			
<b>Student Annual SEN Reviews / EHCP Reviews</b> <ol style="list-style-type: none"> <li>Manage, administer and quality assess all the complex paperwork associated with the pupil SEN / EHCP reviews within statutory timescales</li> <li>Collate and input all information necessary for the completion of student Educational Health Care Plans</li> <li>Collate and manage pupil SEN review meeting dates and attendees including liaison with health and social care professional staff</li> <li>Liaise with the LA SEN team on pupil referral and admissions</li> <li>Collate and administer all pupil referral paperwork</li> <li>Update all records, paper based and electronic in relation to the SEN reviews and EHCP's.</li> <li>Any other task as deemed necessary to facilitate the complex pupil review system</li> <li>Advise other staff members on the correct procedure for undertaking SEN reviews</li> </ol>			
<b>Finance</b> <ol style="list-style-type: none"> <li>Manage and administer school Bursary payments and procedure</li> <li>Manage income received into school including cash, cheque, PAYE.Net and debit/credit card payments</li> <li>Assist with banking and collating of income for The Collingwood Foundation</li> <li>Ensure compliance with CFR framework</li> </ol>			

**Health & Safety**

1. Deputise for the EVC System Manager on the LA Health & Safety EVOLVE system in the absence of the Office Manager. This includes assisting with risk assessments, supporting Headteacher in compliance and approval decisions, documentation and all other aspects of the role to ensure the visits are planned to minimise any health and safety issues.

**Organisation**

1. Provide a courteous and friendly welcome to all school visitors ensuring compliance with school security/child protection systems
2. Deal with complex phone/reception/visitor matters in a professional and confidential manner
3. Contribute to the planning, development and organisation of support service systems/procedures/policies
4. Take a lead role in the planning, development and organisation of the pupil annual reviews including managing associated paperwork and liaison with local authority SEN team and health and social care professionals
5. Manage the school lunches system including liaising with external contractors, parents and school cook
6. Supervise, train and develop other staff as appropriate
7. Manage volunteer admin staff and students on work experience and oversee work undertaken by apprentice receptionist / administrator

**Administration**

1. Manage and develop manual and computerised record and information systems e.g. SIMS
2. Analyse and evaluate information and produce reports and information as required
3. Undertake typing and word processing and complex IT tasks e.g. handling specific school based record systems and databases
4. Produce, and respond to, complex correspondence
5. Provide personal, administrative and organisational support to senior management and other staff
6. Provide reports and organisational support to the Governing Body
7. Undertake the administration of complex procedures
8. Complete and submit complex forms and returns e.g. CENSUS etc., including those to outside agencies e.g. DfE, CYPS
9. Administration of student attendance liaising closely with staff, senior management and parents/carers
10. Manage the procedure for recording and monitoring staff attendance including completion of the LA sickness returns
11. Contribute and update work instructions for contingency purposes

## Resources

1. Operate relevant equipment and complex ICT packages
2. Manage any retailing activity that takes place within the school e.g. uniform sales/tuck shop etc.
3. Provide advice and guidance to staff, pupils and others
4. Undertake research and obtain information to inform decisions
5. Assist with procurement
6. Assist with the marketing and promotion of the school
7. Manage the administration of facilities including the use of school premises
8. Undertake complex financial administrative procedures

## Responsibilities

1. Comply with and assist with the development of policies and procedures relating to:
  - a. Child protection
  - b. Health and safety
  - c. Data protection
  - d. Confidentiality

Reporting all concerns to an appropriate person.

2. Support the school's policies that ensure equality of opportunity
3. Contribute to the overall ethos of the school
4. Establish constructive relationships and communicate effectively with external agencies
5. Attend and participate in regular meetings
6. Participate in training and development as required.
7. Recognise and share own strengths and areas of expertise and skills with others
8. To undertake other duties and responsibilities as required commensurate with the grade of the post

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

## Work Arrangements

Transport requirements:

Working patterns:

Working conditions:

Own transport required to travel within and out with the County

Normal work patterns

Normally indoors

## PERSON SPECIFICATION

<b>Post Title: SEN/Admin Officer</b>	<b>Director/Service/Sector: Children's Services</b>	Ref:
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>		
NVQ 3 Qualification or relevant experience working in an SEN environment  Very good numeracy and literacy skills  Thorough knowledge of the services and agencies which might be involved in the EHCP process	NVQ 2 qualification in literacy or numeracy	(a), (t)
<b>Experience</b>		
Experience of developing and managing complex administrative systems  Experience of EHCP process  Experience of SEN annual review process	Clerical/Financial /Administrative experience gained within a school or educational setting	(a), (i)
<b>Skills and competencies</b>		
Effective use of ICT and other specialist equipment /resources  Good ICT and keyboard skills  Ability to work with children and adults  Ability to work as member of a team Ability to self evaluate learning needs and actively seek learning opportunities	Experience of educational ICT systems and/or other management information systems	(a), (i)
<b>Physical, mental and emotional demands</b>		
<b>Other</b>		
Willingness to participate in learning and development	Evidence of having undertaken learning outside of the work place	(a), (i)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits