

WALWORTH SCHOOL

JOB DESCRIPTION

SEND AND OFFICE ADMINISTRATOR

Responsible to:

The Governors and Headteacher

Purpose and scope:

- To provide an efficient and effective secretarial service to the Headteacher, SENCO and other staff.
- To liaise with the Headteacher and SENCO in the provision of the school's administrative and clerical functions providing a high standard of administration within the school.
- To manage the school's administrative systems, ensuring that these functions support the management of the school in an efficient and effective manner.

Duties and responsibilities:

- To ensure the smooth and efficient operation of the school's administration systems through good liaison with colleagues, children and parents.
- To lead, administer and co-ordinate the statutory SEN review process within school. Including: Providing administrative support to the leadership team and SENCO. Co-ordinating and administering the processing of termly and annual review procedures. Maintaining the SEN register. Attend and note take at meetings when required and produce minutes. Assist in the implementation of system and procedural changes resulting from new and revised policies and legislation. Liaise with school leaders to develop SEND policies and procedures. Co-ordinate access arrangements.
- To lead the administration process for LAC children including electronic PEPs.
- To lead on the implementation of the Attendance toolkit.
- To show an understanding of and empathy for pupils with Social, Emotional and Mental Health difficulties and their parents/carers.

To liaise with other agencies to support the school's work

1. Including: Sen casework team re ECHPs/ supporting LAC lead, Social workers, Educational Psychology Service, CAMHS, Occupational Therapy, Speech and Language Therapy services.
 2. Educational Welfare Officers
 3. Dfe and other national agencies including statutory returns – census/common transfer forms/ Assessment
- To operate and manage the school's computerised systems including staff training where necessary for:
 1. Pupil Records
 2. Attendance
 3. Microsoft Office/ Office 365
 4. Assessment management

5. Email and secure email system
6. SIMS
7. INVENTORY
8. CPOMS
9. Parent Pay
10. Teachers to Parents
11. Swimphony
12. Education City
13. Finalising and uploading Education Health and Care Plans - draft and final plans
14. Durham County Council Special School's 'Progression' internal assessment tool

- To undertake general clerical and administrative duties to ensure the school office operates smoothly and efficiently.
 1. Receiving visitors, dealing with enquiries and making appointments on behalf of school staff, implementing school safeguarding procedures with regard to visitors.
 2. Diary management, including school timetables, liaising with outside agencies
 3. Handling post – knowledge of and implementation of the General Data Protection Regulation
 4. Answering telephone calls, forwarding messages, collaborating with staff and other agencies.
 5. Maintaining and monitoring pupil records with particular reference to pupil absence, admission, transition, transfer, SEND and assessment.
 6. Maintaining dinner registers and school meals including following procedures to recoup outstanding monies.
 7. Filing information, correspondence, records etc. using knowledge of the General Data Protection Regulation
 - ~~8. Maintaining stock book~~
 9. Overview of Extranet and distribution of information to relevant staff
- Administration of Parentpay:
 1. Manage and be responsible for the school meals and free school meals system – Parentpay
- To line manage administration assistants and provide supervision.
- To provide support to the Headteacher, Senior Leadership team and SENCO in monitoring of support systems, policies and procedures including assessment.
- To help produce school newsletters, brochures, letters etc.
- To deal with admissions and pupil transfers when required. To liaise with SEN case workers and parents/carers with regard to new pupils and consultations.
- To contact parents on a daily basis if children are ill and follow attendance and safeguarding procedures.
- To liaise with parents/carers re ECHP reviews, parentpay, free school meals, giving SEN advice and signposting to SENDIASS, the Local Offer and Parent Support Adviser.
- Any other duties that may be allocated from time to time commensurate with the grading of the post.
- The postholder may be required to undergo training to carry out duties or update skillset

- The postholder will be expected to follow school policy with regard to safeguarding and the care, control and supervision of the children in the school.
- The postholder must have a current enhanced DBS check.