

HORSFORTH SCHOOL

JOB DESCRIPTION

- Job Title:** Administrative Assistant; SEND
- Responsible to:** Assistant headteacher; Inclusion (SENDCo)
- Pay Band:** A1/A3 (£17, 381 - £18, 364)
TTO plus 5 days
- Hours:** Full time, term time only.

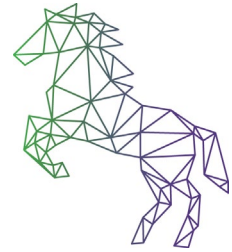
Main role:

To provide support to the SEND team by supporting with day to day Administrative tasks; communicating with relevant professionals, staff and parents on student need and provision.

Main duties will consist of:

Providing administrative and organisational support to the SENDCo and the SEND team to include

- Manage manual and computerised record/information systems for SEND data and produce reports for analysis
- Arrange meetings and appointments, send invites, book rooms, take minutes and complete subsequent admin tasks
- Attend meetings with parents, students, staff and professionals where required
- Maintain record of provision maps, interventions and tracking for students on SEND register and action plan
- Manage the handover of files and information between relevant agencies and educational settings
- Produce and manage the intervention and support timetable under the guidance of the SENDCo
- Liaise with key stakeholders through email/phone/text
- Support with policy writing under the direction of the SENDCo
- Support the SENDCo and Exams Officer in exam access arrangements testing and applications to include preparation and related admin tasks for students identified by SENDCo
- Supporting with the administering of external and internal examinations and related tasks
- Maintaining the SEND library of resources for staff and students
- Support students to access provision available- book out laptops, manage hearing aid devices/charging, create resources under the direction of the team etc



Notes:

- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed from time to time and may be subject to modification or amendment at any time after consultation with the holder of the post.
- Other duties may be added to the role in line with the successful candidate's commensurate strengths to support the admin team.
- As part of the role you will be part of the wider admin team and therefore may be required to provide support in other areas of school.