



The Piggott School

Job Description

Job Title:	SEND Administrator
Responsible to:	Assistant Headteacher (SENDCo)
Working to:	SEN leadership team
Salary Grade:	4
	25 - 37 hours per week to include ½ hour unpaid break
	Term time only not including INSET days

The Purpose of this role is:

This role will work in partnership with the SEND leadership team to provide administrative and organisational support for SEND provision in the school. Focusing on accurate and robust record keeping, alongside excellent communication skills with all stakeholders, the SEND administrator will contribute to the outstanding practice already in place. A proactive approach to the role will support the SEND team in ensuring an efficient, high impact and first class experience for all members of the school community. Promoting effective communication between internal and external stakeholders is central to the success of this role.

Main Duties and Responsibilities for SEND administrator:

1. To attend, and provide administration and organisational support for, Annual Review meetings.
2. To attend, and provide administration and organisational support for, parent consultation meetings.
3. To provide administration support for the processing of Exam Access Arrangements.
4. To support communications, internally and externally, regarding the monitoring and development of SEND provision for individual and small groups of students.
5. Where appropriate, to complete referral administrative tasks to request the services of external SEND providers.
6. To update and maintain the provision mapping and record keeping for students with SEND.
7. To actively promote and model the safeguarding principles of the school and ensure inclusion for all.
8. To provide general administrative support to the SENDCo and members of the SEN leadership team.

9. To consult, liaise and communicate with parents verbally, electronically and in writing as appropriate.
10. To ensure confidentiality at all times adhering to the Data Protection Act, KCSIE and other relevant legal requirements.
11. Other duties as deemed appropriate by the Executive Headteacher

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.

This job description is current, but following consultation, may be changed by the Executive Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Job description review history: January 2023