

Administrator / EHCP Coordinator

Job Description & Person Specification

Contract Type:	Permanent
Hours:	37 hours per week/ 41 weeks per year (Term time + 2 weeks)
Salary:	Pay Range, £27,711 - £30,060 FTE, actual range pro-rated for 41 weeks is £25,561 to £27,727
DBS Disclosure Level:	Enhanced
Reports To:	Office Manager
Role Purpose:	<p>The Administrator / EHCP Coordinator will support a high-quality administration service to pupils, staff and parents of the Coombe House School. To provide efficient administrative support, to ensure compliance with the Company and Schools' administrative and reporting requirements.</p> <p>This position has a specialist focus of responsibility working with the schools' teaching, pastoral and leadership teams to ensure SEN documentation including Education, Health and Care Plans (EHCPs) are available and kept up to date for each pupil. You will support the process of reviewing EHCPs for all pupils, ensuring the correct procedures are met, all paperwork is up to date, completed and shared with the Local Authority within statutory deadlines.</p> <p>As a key member of the shared services team, during quieter EHCP periods, and to cover absences, you will undertake general administrative and reception duties under the direction of the Office Manager. This will be supporting the day-to-day running of the main office, greeting visitors and callers, booking meeting spaces, reviewing the central diary, liaising with the Estates team and supporting hospitality for letting hires and events.</p>
Key Responsibilities:	<p><u>EHCPs and SEN Administration responsibilities</u></p> <ul style="list-style-type: none"> • Communicate regularly with parents/carers, staff, and relevant outside agencies in relation to all aspects of pupil EHCPs. • Collating feedback from teachers on pupil progress. • Send reminders for important tasks to aid team effectiveness and work within a quality cycle. • Support school staff to complete relevant reports within set deadlines. • Preparation of paperwork prior to meetings and circulate documentation in a timely manner. • Liaise with Local Authority Officers regarding procedures when required, and always ensure the latest versions of documents are used.

- Arrange and minute meetings for annual reviews – live typing/editing throughout meetings.
- Book internal meeting rooms.
- Ensure evidence of new diagnoses is included, when required.
- Writing, filing, and scanning all relevant paperwork and keep track of the status of EHCPs.
- Circulate invitations to all stakeholders including to parents/carers, Social Services, medical professionals in a timely manner.
- Collate, organise and maintain all relevant information and tracking regarding the EHCP process.
- Set up, attend, and monitor the annual review/transition planning meetings/emergency annual reviews providing support and advice on the process where necessary.
- Complete all paperwork following annual review/transition planning meetings, ensuring all supporting paperwork is included.
- Copy and distribute completed Annual Review documentation securely to all relevant parties.
- To meet deadlines for collating documentation from all parties involved and to notify parents and carers of forthcoming reviews and sending out all documentation within a given timeframe.
- With the SLT, support staff to understand the legal implications of an EHCP and their part in the process.
- Keep abreast of latest procedures and paperwork for annual reviews, including using information from the DfE and Local Authority.
- Where required, to ensure that appropriate arrangements are in place {exam access arrangements (EAA)} by working collaboratively with the Administrator / Exams and Assessment Coordinator, Deputy Heads and within the school.

Office Administration/Reception

- As a key member of the shared services team, during quieter periods you will undertake general administrative and reception duties as directed by the Office Manager, and ensuring there is efficient, effective organisation and administration of company business processes, procedures, and policies.
- General reception duties include receiving telephone calls, dealing with enquiries, taking messages, greeting visitors, and ensuring messages are passed to staff in a timely manner.
- Carry out filing, printing, scanning, archiving, and photocopying.
- Booking meetings for external agencies working with pupils in collaboration with school leaders (including booking rooms and informing teachers).
- To work with the Office Manager in being responsible for all aspects of the operation of Schools Information Management System for the storage, production of information, statistics and reports associated with detailed pupil records.

	<ul style="list-style-type: none"> • When requested by the Office Manager or in their absence, to be responsible for maintaining the computerised school attendance registers and to extract analysis reports. • Keep records in accordance with the company's record retention schedule and data protection law. • Contribute to reporting documents for other staff. • To contribute to whole Dorset Centre of Excellence or School events (for example Open Days) as and when required. • Attendance at staff briefings when possible. • Undertake any other duties commensurate with the post, as required to ensure the efficient and effective running of the school and company. • Perform all duties in a professional and confidential manner and in accordance with the employment manual, company policies and procedures. <p>The following duties are ones which all staff are required to perform:</p> <ul style="list-style-type: none"> • Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact; • Observe health and safety procedures and work safely at all times; • To be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role; • Undertake any other duties as required by your manager to meet the changing needs and demands of the company; • Conduct yourself with professionalism, tact, and diplomacy always as a representative of the company.
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This job description is current at the date of publication but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

PERSON SPECIFICATION: Administrator / EHCP Coordinator

Criteria	Qualities	Essential/Desirable
Qualifications & Experience	1. Strong administrator with substantive, recent and relevant experience in a similar role.	E
	2. Minimum – level 3 qualification, plus English and maths at Level 2 (i.e., GCSE grade 4 above/grade A-C).	E
	3. Previous experience in an education environment.	E
	4. Practical experience of using a school information management system.	D
	5. Dealing with confidential, regulated matters.	E
Skills & Knowledge	1. Understanding of SEN practice (varying needs of pupils and how to best support).	E
	2. Able to always maintain the strictest confidentiality and integrity.	E
	3. Sensitivity when collaborating work with colleagues at all levels.	E
	4. Able to accurately record and maintain records, with exceptional attention to detail.	E
	5. Experienced user of the Microsoft Office suite, including Excel, teams and SharePoint.	E
	6. Highly organised, methodical and efficient and able to work to tight deadlines, often under pressure.	E
	7. Excellent written and verbal communication skills with the ability to relate well to a wide range of stakeholders.	E
	8. Able work under your own initiative, prioritise workload and meet deadlines with planning skills to balance conflicting demands.	E
	9. Confident and capable to work both independently and as part of a team, working collaboratively and supportively within the organisation.	E
Personal Attributes	1. Ability to inspire confidence and trust in others, and to relate well to children with SEND.	E
	2. Promoting the ethos and values of the Company to all stakeholders.	E
	3. Commitment to maintaining confidentiality.	E
	4. Commitment to safeguarding and equality.	E
	5. Pro-active, enthusiastic, resilient, and positive with an open mind to change.	E
	6. Respect and value the different experiences, ideas and backgrounds others can bring to work and to teams.	E
	7. Compassionate and honest.	E
	8. A person with integrity and strong moral compass.	E
	9. Open minded and willing to take a fluid and creative approach to our growing company and school.	E