

JOB DESCRIPTION

POST: EHCP Co-ordinator and Admin Assistant
GRADE: Grade 5 pts 11-14
LOCATION: Special Schools

JOB PURPOSE

- 1) To coordinate the EHCP process
- 2) To provide administration support

MAIN DUTIES AND RESPONSIBILITIES

Under the direction and control of the Admin Lead:

- 1) To coordinate the EHCP process throughout school by:-
 - Setting and distributing annual review timetables to HoDs, staff and relevant professionals.
 - Producing initial paperwork and uploading to 365.
 - Liaising with HoDs and class staff to ensure the completion of review templates within statutory timescales.
 - Ensuring the distribution of invites and pre/post paperwork in line with statutory timelines.
 - Collating all relevant paperwork to support EHCP review.
 - Maintaining accurate records within school.
 - Ensuring any changes to legislation or processes are communicated and implemented throughout the school in a timely manner.
 - Aiding staff and HoDs in understanding the process and correct completion of review paperwork.
 - Liaising with the LA and other professionals.
 - Taking notes at EHCP reviews where necessary.
- 2) Administrative Duties
 - provide admin support to the Admin Lead/SMT/SLT
 - be responsible for organising external transport for offsite visits
 - to provide cover for other admin staff when required
 - answer the telephone in a friendly, professional and efficient manner and record and pass on messages as appropriate

GENERAL

- to maintain confidentiality and discretion regarding sensitive information
- to ensure that complex queries or issues are conveyed accurately to senior members of staff
- to comply with all necessary policies and procedures relating to child protection, equality and diversity, health, safety and security and reporting all concerns to the appropriate person
- to represent the school at all times in a professional, positive and helpful way
- to be conversant with relevant IT and software, and keep up to date with developments in IT

- to participate in the school's appraisal programme
- to undertake training where this is appropriate
- to contribute pro-actively to meetings and discussions as required, and to participate in the whole school team
- to be compliant with GDPR
- to ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger yourself or others
- to report any health and safety issues to the Site Manager
- SAND Academies Trust Special Schools cater for children of all ages with a wide range of special needs, and it is expected that all staff will interact appropriately and sensitively with pupils and colleagues.

SUPERVISORY RESPONSIBILITY

None

SUPERVISION RECEIVED

Operational Lead

PRINCIPAL CONTACTS

Pupils, Parents, Teachers, Learning Partners, Head of Department, Deputy Headteacher/Principal, Headteacher/Principal and other professional groups

SPECIAL CONDITIONS

- this post may involve working some flexible hours on a planned basis
- this post is term time only including INSET days
- the post-holder will be expected to take holidays when the school is not in session
- occasionally the post-holder may be asked to cover at other schools within the MAT, in which case they will be reimbursed for mileage according to MAT guidance

EQUAL OPPORTUNITIES

The postholder is required to assist in the implementation of SAND Academies Trust equal opportunity objectives and the school's Equal Opportunities Policy.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Signed:.....(employee)

Print name:.....(employee)

Signed:.....(HR Officer)

Date:.....

PERSONAL SPECIFICATION

EHCP Co-ordinator and Admin Assistant (Special Schools)

Criteria	Essential	Desirable
Qualifications, skills, knowledge & experience	<ul style="list-style-type: none"> • high standards of literacy • excellent communication skills • accurate and methodical working • proficiency in word processing • the ability to maintain confidentiality and deal discreetly with sensitive or challenging situations • ability to remain calm in stressful situations • ability to recognise and deal with stress appropriately • knowledge of guidance and requirements around safeguarding children • understanding of roles and responsibilities within the classroom and whole school context • the ability to manage information in a confidential manner • the ability to manage & prioritise workload 	<ul style="list-style-type: none"> • experience of working in a school or special needs setting • experience of working as part of a team • the ability to understand and contribute positively to a large and complex organisation • knowledge/experience of a Total Communication environment
Personal qualities	<ul style="list-style-type: none"> • positive and helpful personality • the ability to respond and relate well to pupils and colleagues 	<ul style="list-style-type: none"> • willingness to work flexibly and cooperatively, with a whole school approach
Physical requirements	<ul style="list-style-type: none"> • good level of general health 	
Special conditions	<ul style="list-style-type: none"> • this post may involve working some flexible hours on a planned basis • this post is term time only including INSET days • the post-holder will be expected to take holidays when the school is not in session 	

- occasionally the post-holder may be asked to cover at other schools within the MAT, in which case they will be reimbursed for mileage according to MAT guidance
- all posts are subject to satisfactory pre-employment checks and a 6 month probation period