



JOB TITLE:	SEND Administrator
PURPOSE:	To manage the administrative functions with the SEND team, to provide a full and efficient administrative/support service to the SEND team.
SALARY SCALE:	Scale 6
CONTRACT:	Term Time only plus one week (inset) (39 weeks)
HOURS:	35 hours per week, TTO, Mondays - Friday 8:00am to 4.00 pm
LINE MANAGEMENT:	n/a
REPORTING TO:	SENDCo & Assistant Headteacher – Literacy and Inclusion
MAIN RESPONSIBILITIES:	
To provide a full administrative service to the SENCO and Inclusion Team which will include: • To be the first point of contact in the SEND Team for staff, students, parents, outside agencies etc. • To support the SENCO and Deputy SENCO in organising their diaries and prioritizing actions ensuring the needs of SEND students and their families are being met in the most efficient way possible • To be responsible for the implementation of requests to exam boards for GCSE/GCE access arrangements. This will include maintaining and reporting arrangements granted, dealing with exam boards and liaising with Exams Officer, subject teachers, students, parents and outside agencies. • Assisting with production, circulation and promotion of student information. • To organise EHCP Reviews; liaising with the LA, inviting parents and outside agencies, typing, collating and distributing review reports. • To deal with the administration of all new SEND students to the school, liaising with feeder school, Year team, LA, teaching staff, parents and other stakeholders • To prepare draft letters and reports on behalf of the SENCO and SEND Team as required. Multi-Agency/Team Working • Liaison with outside agencies, sending reports and organising meetings • Attend meetings as required to record discussions and outcomes • To manage an effective administrative system that provides all stakeholders with up to date information on SEND provision and needs Communication • Point of contact for school regarding SEND • To liaise with all relevant stakeholders and disseminate information with clarity to ensure effective communication.	



- Update the school website SEND section as required

Confidentiality

- Some of the work undertaken within the school is of a highly confidential nature. The post holder must at all-times maintain confidentiality.

Core Standards for all Eltham Hill Staff

- Support student development
- Liaise with parents, carers and families
- Commitment and contribution to improving standards for students.
- Share the school's commitment to safeguarding and promoting the welfare of all students.
- Contribute to positive relationships and provide effective support for your colleagues
- At all times, operate within the school's Equalities policies
- Monitor and maintain school resources
- Follow Health and Safety requirements and initiatives as directed
- Ensure compliance with Data Protection legislation
- Contribute to the maintenance of a caring and stimulating environment for young people
- To attend all staff meetings, relevant CPD training and Line Management, including performance review in line with School Policy.
- Adhere to professional business standards of dress, courtesy and efficiency.
- To pursue 'excellence, happiness and success', in line with the ethos of the school.
- To undertake any reasonable activity as directed by the Principal that is not specified in this job description

Reviewed By	Leadership Group	Date	October 2026
Approved By	Headteacher	Date	October 2026



PERSON SPECIFICATION

Person Specification for post of: SEND administrator

Attributes	Criteria
Qualifications/Training	• Maths & English at A* - C GCSE or equivalent • Administration qualification or equivalent (desirable) • Exams Access Arrangements training (desirable)
Knowledge & Experience	• Experience of working in a similar role and/or environment • Excellent literacy and numeracy skills • Excellent knowledge of Microsoft Office software • Experience of leading a team • Knowledge of SIMS • Experience of using Provision Map, JCQ and Trello Software (desirable)
Skills	• Leadership/Management skills • Excellent IT skills • Excellent customer service skills • Good organisational and interpersonal skills • Good research skills
Personal Attributes	• An excellent communicator • Ability to work in a busy, lively environment and cope with constant interruptions • Flexible and positive approach to change • Organised & Creative • Ability to be patient, but firm when necessary. • Effective interpersonal skills to deal tactfully with a wide range of people • Ability to prioritise workload to meet deadlines • A commitment to improving the life chances of young people