

# Job Description

**Job Title**      **Personal Assistant to the SENDCo**

**Base School**   **Finham Park School**

**Grade**            Grade 4 (£17,759-£20,808) pro rata

**Hours**            37 hours per week, term time only plus two weeks

**Status**            Permanent



**FINHAM PARK**  
MULTI ACADEMY TRUST

## Job Purpose

This is a critical role within the school with wide ranging administrative and organisational responsibilities. The post holder needs to be highly organised, honest, discrete, trustworthy and highly self motivated as the role is pivotal in a demanding and busy school. The job holder must be prepared to deal with both secretarial duties as well as dealing with more wide ranging and challenging responsibilities to facilitate the smooth running of the Personalised Learning Centre.

## Duties and Responsibilities

- To lead and manage the SEND administration and ensure that it operates efficiently and effectively to support the learning and teaching of SEND pupils.
- To provide efficient and effective secretarial, administration and clerical work for the SENDCo.
- To ensure effective deployment of SEND resources and budget management
- To act as first line contact for the SENDCo, using discretion and tact to ensure telephone callers and visitors receive a professional response, and are dealt with by the appropriate person.
- To generate an environment of efficiency and provide a warm welcome at all times.
- To liaise with members of the teaching and associate staff as appropriate.
- To organise the day to day time management of the SENDCo.
- To oversee the SENDCo's travel arrangements.
- To cover routine events or emergencies with confidence.
- To assist the SENDCo in maintaining a smooth running and efficient Personalised Learning Centre (PLC) by dealing with all administrative functions and anticipating and scheduling regular events and meetings, including work carried out in school by outside agencies, such as Educational Psychologists and Specialist Teachers and Practitioners/Social Care.
- Ensure the SENDCo is briefed for all meetings with relevant correspondence, documents/presentations and in the SENDCo's absence refer matters to relevant member of staff/Deputy SENDCo for action.
- Responsible for co-ordinating the SEND Annual Review process, PEP meetings, IEP reviews and other review meetings; liaising with staff, taking minutes, completing necessary paperwork and ensuring deadlines are met.
- Take minutes of SENDCO's highly confidential meetings as required.
- Be responsible for all of the SENDCo's administrative filing including confidential files.
- Clerk meetings as directed by the SENDCo.
- Manage hospitality for meetings and events/functions throughout the year.
- Receive and appropriately deal with all incoming electronic communications on behalf of the SENDCo, including managing the exchange of files with Local Authority services via Datalocker.

- Liaise, as necessary, with Local Authority services and other agencies on behalf of the SENDCo, as required.
- Arranging collation of all relevant documentation to support the SENDCo's meetings.
- To forward think and plan in advance in support of SENDCo's workload.
- To upload and maintain the school website ensuring all information is legal, compliant and up to date.
- To assist the HR team with recruitment as required.
- Responsible for producing, monitoring and amending SEND Register and SEND Provision Map (live documents).
- Responsible for the administration of CIN meetings, providing relevant reports and data as required.
- Administration of departmental trips and visits and any other administration as required.
- Departmental preparation for Open Evenings etc. e.g. displays.
- Providing general administration and secretarial support, which can involve typing, filing, displays, contacting parents, arranging meetings, completing orders, keeping office areas efficient etc.
- To manage the ratification of SEND policies ensuring they are kept up to date and sent out to the relevant parties for renewal.
- Promote and safeguard the welfare of pupils.
- Be aware of and comply with policies and procedures relating to safeguarding, health and safety, confidentiality and data protection reporting all concerns to the appropriate person.
- Undertake other tasks as requested by the Headteacher.

**Report to:**

SENDCo