



Specialist Provision Administrator Job Description

Job Title: Specialist Provision Administrator – Kirklees Grade 6

Reporting to: Teachers in Charge under the direction of Strand Lead for Sensory and Physical/Headteacher

Role Purpose: To provide a confidential and high-quality administration service to the Specialist Provision for Sensory and Physical Impairment at Newsome High School. The post holder will be required to work in line with the SEND Code of Practice and the principles and legal requirements of the Education Act in relation to SEND.

Key Areas:

1. Administrative Support
2. Communication
3. Management Information
4. Additional Duties
5. General
6. Safeguarding

DUTIES AND RESPONSIBILITIES

Administrative Support

- To provide effective administrative support to the Specialist Provisions in line with the SEND Code of Practice
- To manage the Specialist Provisions' administrative arrangements in relation to Statutory Assessment, Annual Review and other SEND review meetings e.g. My Support Plans
- To ensure all necessary documentation is completed, submitted and stored in line with expectations
- To be responsible for maintaining the Specialist Provisions' SEND and outreach caseload records ensuring that advice for Specialist Provision staff is up to date and accessible
- To liaise with staff, parents/carers and outside agencies on behalf of the Specialist Provisions as required to gather, receive and exchange information ensuring strict confidentiality at all times
- To organise and attend Specialist Provision meetings including producing and circulating agendas and meeting notes. Meeting outcomes to be recorded accurately alongside completion and submission of information to external agencies as required.
- To update support timetables for students and to assist in the development and maintenance of these timetables
- To carry out arrangements for exam concessions



Communication

- To work closely with the Specialist Provision staff to ensure a seamless service for students, parents/carers and outreach schools
- To be the first point of contact for the Specialist Provisions. This will be via telephone, email and face to face contact
- To communicate effectively with a variety of stakeholders including other staff, students, parents/carers, colleagues at outreach schools and outside agencies
- To ensure confidentiality is maintained at all times and records are held in line with data protection legislation
- To liaise with outside agencies and outreach schools on matters relating to external support, assessment, data, visits and review meetings
- To contribute to the induction of new staff in relation to SEND processes and procedures

Management Information

- To ensure all entries made into Management Information Systems are accurate and up to date. This will include SIMS, CPOMs, Gateway and Anycomms
- To ensure all paper based information is accurate and up to date
- To collate data and/or produce reports for Specialist Provision, ensuring these documents are produced and formatted to a high standard ensuring accuracy and confidentiality.
- To create new systems within Excel/SIMS to support any changing needs of the Specialist Provisions

Additional Duties

- To support the effective administration of the Specialist Provision budget, e.g. purchasing orders
- To ensure accurate records are kept for all targeted students within the Specialist Provisions to support future planning needs

Safeguarding

- As part of your wider duties and responsibilities you are required to promote and actively support the School's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.



General

- You may be asked to carry out other reasonable tasks when required
- Carry out your duties with due regard to current and future School's policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, on-going performance development and through School and Specialist Provision communications.

The information contained above is to help staff understand and appreciate the work content of their post and the role they are to play in the organisation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.