

**MATRIX ACADEMY TRUST**  
**Job Description – SEND Administrator**

Arrangement	Full time – 37 Hours Term Time + 1 Week Working Hours: Monday – Thursday 8.00am – 4.00pm, Friday 8.00am – 3.30pm (including a 30 minute lunch)
Salary	Scale Group 3 Spine Points 9-12
Main Purpose:	To provide administration to the Learning Support Department
Main Activities:	<ul style="list-style-type: none"> <li>• Fully support the SENDCO, Assistant SENDCO and the Learning Support team in all aspects of administration.</li> <li>• To maintain the Special Educational Needs Register.</li> <li>• To complete legislative paperwork within a set time frame.</li> <li>• Liaising with pupils, parents, staff and professional outside agencies.</li> <li>• Excellent computer and keyboard skills especially in word processing.</li> <li>• Excellent communication skills – both verbal and written.</li> <li>• Undertake administration duties, answering routine telephone queries.</li> <li>• Collate Round Robins on the SENDCO's request in preparation for parental/professional meetings.</li> <li>• Assist with pupil first aid/welfare duties. Looking after sick pupils, liaising with parents/staff etc.</li> <li>• Provide routine clerical support e.g. photocopying, filing, emailing, complete routine forms.</li> <li>• Maintain records and input on to management information system.</li> <li>• Undertake typing, word-processing and other IT based tasks.</li> <li>• Collate, check and distribute reports.</li> <li>• Operate relevant office equipment and IT packages (e.g. word, excel, databases, spreadsheets, Internet, photocopier).</li> <li>• Good time-management organisational and work-planning</li> <li>• Self-motivated and enthusiastic.</li> <li>• Effective team worker.</li> <li>• An ability to remain calm when under pressure.</li> <li>• An open, honest and active listener.</li> <li>• A friendly, professional and respectful approach which demonstrates support and a commitment to providing a quality service.</li> <li>• First aid to pupils, staff and visitors as required.</li> <li>• To attend First Aid training as required.</li> <li>• To undertake any duties reasonably directed by the Headteacher</li> </ul>
Support:	<ul style="list-style-type: none"> <li>• Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.</li> <li>• Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>• Be aware of, support and ensure equal opportunities for all.</li> <li>• Contribute to the overall ethos/work/aims of the school.</li> <li>• Appreciate and support the role of other professionals.</li> <li>• Attend and participate in relevant meetings as required.</li> </ul>

Additional Duties:	<ul style="list-style-type: none"> <li>• Participate in training and performance development as required.</li> <li>• To play a full part in the life of the school community, to support its distinctive vision and ethos and to encourage and ensure staff and students to follow this example.</li> <li>• To actively support school policies.</li> <li>• Any other duties as directed by the Headteacher.</li> </ul>
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This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post, not mentioned in the above. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: ..... Date: .....

Postholder Signature: ..... Date: .....

### Person Specification – Admin Assistant

Factors	Essential or desirable	Measured by A - application S - selection method I - interview
<b>Qualifications</b>		
Adequate level of literacy and numeracy (GCSE grade C or equivalent in English & Maths).	E	A/I/S
First aid trained	D	A
<b>Experience and Knowledge</b>		
Computer and keyboard skills and to be able to operate relevant office equipment and IT packages (Microsoft Office)	E	I
Knowledge of Management Information Systems	D	A/I
Familiar with office equipment e.g. phone systems, copiers	D	A/I
Working within a school or busy environment	D	A/I
<b>Practical Skills, Personal Qualities and Behavioural Attributes</b>		
Excellent verbal and written communication skills	E	A/I/S
Good time-management, organisational skills and work-planning	E	I
Effective team worker	E	I
An ability to provide high levels of customer care at all times	E	I
Excellent inter-personal skills, with both children and adults	E	I
Self-motivated and enthusiastic	E	A/I
An ability to remain calm when under pressure	E	I/S
A friendly, professional and respectful approach which demonstrates support and a commitment to providing a quality service	E	I
Able to confidently handle customer queries and challenges	E	I

*Matrix Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts within Matrix Academy Trust are subject to pre-employment and vetting checks as required by Keeping Children Safe in Education, including satisfactory references and enhanced criminal record checks with the Disclosure and Barring Service (DBS).*