

# Glebe School

*An ambitious, inspirational trust, providing outstanding learning and support*

## JOB DESCRIPTION

### EHCP Administrator

**NJC Scale 4, points 6 to 11, £27,438- £29,583\* FTE**

**(actual starting salary £23,601)**

**36 hours per week, 39 weeks per year (worked over 38 weeks)**

\*April 2024 pay award pending

<b>Job Purpose</b>	To provide administrative support for students' annual reviews, including paperwork, minute taking and communicating with parents/carers, staff and relevant outside agencies, in a professional and timely manner. The EHCP Administrator will work under the direction of the EHCP Co-ordinator.
<b>Key Responsibilities and Duties</b>	<p><b>Administrative Support:</b></p> <ul style="list-style-type: none"><li>• Greet all visitors and colleagues to Glebe School in a warm, yet professional manner</li><li>• Ensure all visitors sign in using Inventry, provide required ID and are aware of safeguarding procedures within our school</li><li>• To work both as part of a team and unsupervised, prioritizing own work and meeting deadlines.</li><li>• To organise the timetable for EHCP reviews for the academic year, liaising with the EHCP Co-ordinators, teachers, local authority and external parties.</li><li>• Co-ordinate diaries and book meeting space.</li><li>• To prepare documents for circulation internally and externally, including proof reading and formatting.</li><li>• To organise and notify parents and carers of forthcoming reviews and sending out all documentation within a given time frame.</li><li>• To meet deadlines for collating documentation from all parties involved.</li><li>• To minute all annual reviews scheduled and distribute to relevant parties</li><li>• Maintain updates of EHCP related information under the supervision of the EHCP Co-ordinator</li><li>• To answer telephone calls and pass on clear &amp; effective messages to staff as required.</li><li>• To write letters and carry out mailing of information using SIMS/ mail merge as required.</li><li>• To operate IT packages and reprographics equipment efficiently</li><li>• To maintain all information in a confidential manner.</li><li>• To undertake any other reasonable duties commensurate with the post.</li></ul> <p><b>Support for the school</b></p> <ul style="list-style-type: none"><li>• Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security and data protection, reporting all concerns to an appropriate person</li></ul>

	<ul style="list-style-type: none"> <li>• Be aware of confidential issues linked to home/student/teacher/school/work and to keep confidences as appropriate</li> <li>• Contribute to the overall ethos/work/aims of the school</li> <li>• Demonstrate a sense of purpose and commitment to the school and team</li> <li>• Participate in meetings, training and other learning activities as required</li> <li>• Recognise own strengths and areas of expertise and use these to advise and support others</li> <li>• Reporting pastoral and safeguarding concerns/ incidents to DSL and record all information on CPOMS</li> <li>• To ensure the safety and welfare of the students at all times.</li> <li>• To establish and maintain good relationships with all students, colleagues and other professionals.</li> <li>• To proactively support and promote the school</li> </ul>
<p><b>Other specific duties/ requirements</b></p>	<ul style="list-style-type: none"> <li>• Participate in professional development and keep abreast of developments</li> <li>• Embrace new initiatives and assist with implementation</li> <li>• Take part in wider staff training and development, for example in key areas such as safeguarding</li> <li>• Engage actively in the Performance Management Review process</li> <li>• To be reflective and to continually strive for self-improvement</li> <li>• Comply with and enforce all policies and regulations relating to Child Protection and Safeguarding</li> <li>• Understand and comply with GDPR and data protection regulations</li> <li>• Demonstrate a record of excellent attendance and punctuality</li> <li>• Adhere to the school’s Staff Code of Conduct and dress code</li> <li>• Undertake any other duties as reasonably requested by the Headteacher</li> <li>• Satisfactory references and an enhanced DBS are required</li> </ul>
<p><b>Safeguarding</b></p>	<p><b><i>Glebe School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo a child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. This role is exempt from the Rehabilitation of Offenders Act.</i></b></p>