**Job Description – Senior Administration Assistant (SEND Focus)**

**Purpose of Role**

To provide high-level administrative support to the SEND team and wider school operations, ensuring efficient, accurate, and confidential management of SEND-related documentation, communication, and coordination. The postholder will play a key role in supporting the inclusive ethos of Lanterns Nursery School and its commitment to high-quality provision for children with Special Educational Needs and Disabilities (SEND).

**Key Responsibilities**

**SEND Administration**

* Maintain and regularly update the SEND register in line with statutory requirements.
* Accurately record provision for each child with SEND using electronic SEN Support Records
* Compile and present summary reports on progress and outcomes for the SEND cohort
* Coordinate review meetings, including scheduling, invitations, documentation, and follow-up
* Complete and submit referral forms to external agencies as directed by the SENDCo
* Liaise with external professionals to arrange appointments and visits
* Distribute reports and recommendations from external professionals to relevant staff and families
* Prepare agendas and take minutes for Multi-Disciplinary Review Group meetings
* Support class teams in completing and maintaining Individual Health Care Plans
* Maintain secure, organised, and up-to-date individual pupil files, ensuring compliance with GDPR and data protection regulations.

**Digital Systems & Innovation**

* Use electronic recording systems and digital tools to streamline administrative processes
* Confidently use IT packages including Microsoft Office (Word, Excel, Outlook) and school-specific software
* Apply AI tools and digital solutions to enhance efficiency, accuracy, and workflow within the SEND team
* Support the development of efficient systems for data management, reporting, and communication.

**General School Administration**

* Provide administrative support to the Headteacher, SENDCo, and wider leadership team as required
* Assist with general office duties including correspondence, filing, data entry, and record keeping
* Contribute to a welcoming and professional environment for families, staff, and visitors
* Support the smooth running of the school office and wider administrative functions.

**Person Specification**

**Essential**

* Proven administrative experience, ideally within an educational or SEND setting.
* Strong organisational skills and attention to detail
* Excellent written and verbal communication skills
* Proficient in using IT systems including Microsoft Office and email
* Experience using electronic recording systems and digital tools to manage data
* Ability to manage a varied workload and meet deadlines
* Understanding of confidentiality and data protection principles
* Ability to work independently and as part of a team
* Positive, proactive attitude and commitment to inclusive education
* Willingness to engage with new technologies, including AI tools, to improve working practices.

**Desirable**

* Experience working in a school or early years setting
* Knowledge of SEND processes and terminology
* Familiarity with Hampshire County Council systems and procedures
* Experience in minute-taking and coordinating multi-agency meetings
* Competence in using Excel and other data management tools.