SEND Administration Assistant
Key Responsibilities

- Maintain and update the school SEND Register, ensuring records are accurate and current.
- Maintain SEND databases, trackers and records, including EHCP assessment and review tracking systems.
- Support the administration of EHCP Annual Reviews, including arranging meetings, preparing paperwork and distributing documentation.
- Monitor key SEND deadlines and provide reminders to the SENDCo and relevant staff.
- Maintain records relating to EHCP applications, assessments and statutory processes.
- Collect, organise and collate evidence and supporting documentation from teaching staff and external agencies.
- Prepare and distribute SEND templates, forms, guidance documents and proformas to staff.
- Maintain records of Costed Provision Maps and ensure documentation is stored and updated appropriately.
- Administer referrals to external agencies, including Educational Psychology, Outreach Services and Specialist Advisory Teams.
- Liaise with external agencies to schedule visits, meetings and consultations.
- Support the organisation and administration of Alternative Provision placements.
- Maintain the Reduced Hours Provision Register and associated documentation.
- Prepare SEND reports, data summaries and information requested by the SENDCo or Senior Leadership Team.
- Ensure SEND records and confidential information are maintained in accordance with GDPR and school policies.
- Manage correspondence relating to SEND matters and act as a first point of contact for routine enquiries.
- Arrange SEND meetings and maintain calendars for reviews, professional meetings and consultations.
- Support the SENDCo and Assistant SENDCo with general administrative tasks to ensure statutory and school SEND processes run efficiently.