



SEND ADMINISTRATOR & ACCESS ARRANGEMENTS SUPPORT ASSISTANT

JOIN OUR TEAM

Post Title: SEND Administrator & Access Arrangements Support Assistant

Contract Type: Permanent (30 hours per week, term time only, 38 weeks per year)

Reporting to: SEND Co-ordinator

Salary Range: £25,186 - £26,244 pro rata per annum (actual salary £17,020 - £17,735 pa)



ROLE PROFILE

We are looking to recruit a SEND Administration Assistant with excellent IT skills and strong interpersonal skills to assist our SEND team. We would love to hear from you if you are a calm, reliable, helpful person who can cope under pressure, can multi-task and can work accurately and cheerfully, despite being interrupted often. The successful candidate will be warm, friendly, enthusiastic, flexible and pro-active. You must be able to use your own initiative, able to work independently and as part of a team.

You should enjoy working with children and be able to relate well to both students and adults and want to make a difference to the lives of our young people.

Perins School offers a supportive and rewarding work environment, with opportunities for professional development and growth. Employees benefit from free use of the gym at Perins School, access to an Employee Assistance Programme, membership of the Local Government Pension Scheme and discounts at Perins Preschool and the Sun Hill Junior School Breakfast and Afterschool Club.

USEFUL LINKS



[Vita Multi Academy Trust](#)



[The History of Perins School](#)



[Our Ofsted report](#)

SEND ADMINISTRATOR ROLES AND RESPONSIBILITIES



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Perins is a fantastic school with a committed and enthusiastic staff body, which makes it a great place to be. I really do take pride in working at Perins and strive to play my part in creating a fantastic learning environment.

Team Leader

- Update system records and ensure SEND status is accurate.
- Log department emails and log and respond to all internal referrals from teaching staff.
- Liaise with external agencies to make appointments for visits, booking rooms, informing parents, relevant staff etc.
- Ensure copies of external agency reports are electronically filed correctly and securely.
- Monitor the SEND email address and sending holding emails.
- Work alongside the SENDCo and EHCP Case Co-ordinator to manage the administration of the EHCP review process, including scheduling dates, collecting and collating paperwork and updating review paperwork on the EHCP hub.
- Liaise with parents and agencies for completion and return of paperwork pertaining to SEND.
- Liaise with relevant class teachers/support staff to complete information requests (i.e. symptom questionnaires, questionnaires from external agencies, etc).
- Provide administrative support to the SENDCo as directed.
- Take minutes of meetings and capture actions.
- Answer telephone calls when the SENDCo is unavailable.
- Schedule appointments with parents and staff.
- Under the guidance of the SENDCo and Access Arrangements Co-ordinator provide admin support to ensure all paperwork is up to date ready for JCQ inspections.
- Support with the timetabling of internal and external examinations for access arrangements as required.
- Update and review the SEND E register systematically as required.
- Support with the distribution of student profiles and passports.
- Develop and manage the SEND filing system, including emails, SEND assessment information and data, records of conversations, archiving, retrieval and disposal as appropriate.
- Liaise with/gather SEND information for students from previous setting/Perins School office and update internal data management systems with relevant information.
- Liaise with the Exams Officer regarding administrative aspects of each cohort's exam/trial assessment series, under the guidance of the SENDCo.
- May be asked to scribe for students for assessments and exams when necessary.
- With support from the EHCP coordinator- Contact and arrange Alternative Provision providers, including liaising with parents on arrangements.



Aspire **TODAY** *Inspire* **TOMORROW**

Qualifications & Person Specification

- Qualified to at least GCSE C grade or equivalent in Maths and English.
- Keen to learn and undertake additional training.

Experience

- Experience working with children or young people would be beneficial, particularly experience of working with children with special educational needs.
- Experience with Access Arrangements would be an advantage.
- An interest in Special Educational Needs and Inclusion.

Essential Skills

- An excellent communicator, able to work effectively with students, parents and colleagues.
- Capable of working effectively as part of a team.
- Ability to act on own initiative.
- A strong work ethic and the ability to manage multiple priorities effectively.
- Excellent organisational and time management skills, able to prioritise, work under pressure and meet deadlines.
- Good working knowledge of Microsoft Office packages.
- Able to maintain confidentiality.

BENEFITS



Remuneration: Support staff salaries are based on HCC grades.



Holiday: Our teachers work in line with Hampshire School terms. Support staff have a generous annual leave allowance, that is either wrapped up in your monthly pay (term time only contract) or can be taken at any time during the year (52 week contracts)



Pension: Support staff benefit from membership in the Local Government Pension scheme. These pension schemes are renowned for their generosity.



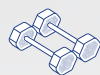
Discounts: We offer a wide range of voluntary discounts via our partners KAARP.



Childcare: Reduced pre-school fees at Perins Pre-School. Reduced fees at the breakfast and afterschool club based at Sun Hill Junior School.



Training : We have a strong CPD ethos, and encourage life-long learning. Regular CPD sessions are held at school.



Free on site gym



Weekly 'cake break' hosted by each department.



Cycle to work scheme



Free car parking



Thank you for your interest in the SEND Administrator position at Perins School. To ensure a smooth application process, please complete the following sections of the application form:

By following these guidelines, you can increase your chances of a successful application.

Best of luck!

GUIDANCE FOR APPLICATION FORM COMPLETION

Employment History

- **Current Employer:** Provide details of your current position, including job title, start date, and key responsibilities.
- **Previous Employers:** List all previous employers, including part-time, temporary, and voluntary positions. Provide start and end dates, job titles, and key responsibilities for each role.
- **Employment Gaps:** If there are any gaps in your employment history, please explain the reasons for them.

Formal Education

- **Qualifications:** List all relevant educational qualifications, such as degrees, diplomas, and certifications.
- **Subjects:** Specify the subjects studied for each qualification.
- **Grades:** Include your grades or scores for each qualification, if applicable.

Safeguarding Children and Adults

- **Commitment to Safeguarding:** Declare your commitment to safeguarding children and adults, as required by the Trust.
- **References:** Provide references from individuals who can vouch for your suitability to work with children and adults. These references should ideally be from managers or supervisors who have worked with you in a school setting.

Additional Tips:

Read the application form carefully before starting to ensure you understand all the requirements.

Be as specific and detailed as possible in your responses.

Proofread your application carefully to avoid any errors.

Pre application tours welcome.

If you have any questions, please don't hesitate to contact the HR department for clarification.



I sincerely hope that you find the information provided useful, and that the position is attractive to you. All appointments to our staff are important; however, the appointment of the right staff to secure the continued success of Perins School is essential.

If you feel you are up to the challenge, to embark on this truly exciting opportunity of working at Perins School, with exceptional support provided by an experienced and committed team of lead practitioners and if you believe you can contribute to our exciting future, I invite you to make an application to be part of the amazing Perins staff team.

Alexei Western - Interim Head of School



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