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**MOULTON COLLEGE – JOB DESCRIPTION**

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**Job Title:** EHCP and SEND Administrator

**Department:** Curriculum

**Hours:** 35hours per week over 38 working weeks. Weekend and evening working may be required when business needs demand.

**Responsible to:** Director of SEND & Student Experience

**Reports:** N/a

**Salary / Scale:** Support Spine - Band 6 £16,674.63 - £17,479.61 per annum (pro rata to £21605.00 - £22648.00 per annum for the full time equivalent post)

**Date of Issue:** May, 2023

**Organisation Chart:**

Vice Principal – Curriculum & Quality

EHCP and SEND Administrator

Director of SEND & Student Experience

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1. **Aims and Purpose of the Post**
   1. The provision of a professional and efficient administrative service for the Director of SEND and Student Experience and the Curriculum and Learning Support teams.
   2. To assist with administration for Exam Access Arrangements in line with college and external responsibilities.
   3. To assist with administration for EHCPs, including tracking progress, gathering information and setting up annual review meetings.
2. **Specific Responsibilities**
   1. To assist with administration for the Learning Support team, including maintaining tracking documentation and preparing standard forms.
   2. To organise, attend and take minutes of meetings as required by the Director of SEND & Student Experience.
   3. To organise, attend and take minutes of EHCP Annual review meetings as required by Curriculum and Learning Support teams.
   4. To support the organisation of college events such as taster days, open events and parents evenings.
   5. To support timetable changes and liaise with the Management Information Systems (MIS) team and Student Services team as required.
   6. To maintain an up to date knowledge of the curriculum offer for the School.
   7. To provide diary management support for the Director of SEND & Student Experience and work with other Curriculum Administrators to organise cross curriculum meetings.
   8. To act as a key contact via telephone and email for those external to the College including but not limited to parents and external organisations.
   9. To act as a key contact internally with Marketing, Student Services and MIS services.
   10. To draft meeting invites, meeting minutes and outcome letters for review by the Director of SEND & Student Experience based on agreed templates.
   11. To collate and prepare data on course performance to support Performance Monitoring Boards.
   12. To complete administrative tasks related to the My Concern safeguarding system, to include the collation and preparation of data
   13. To process medical forms
   14. To produce necessary paperwork and information as required e.g. student timetables, parent communications.
   15. To liaise with Marketing and prepare content for upload onto college social media accounts and blogs.
   16. To invigilate student exams and assessment as required.
   17. To support the tracking, recording and management of student absence.
   18. To log absence calls and liaise with Course Managers as appropriate.
   19. To enter register details as required e.g. for off-site or practical sessions.
   20. To liaise with the Human Resources function to track and record CPD attendance and completion of other core HR processes e.g. probation appointments and PDR’s.
   21. To support internal and external audits as required with the collation and organisation of data in collaboration with the Director of SEND & Student Experience.
   22. To maintain all area notice boards with current and topical information as required.
   23. To provide support to other Schools as required as part of the Curriculum Support team.
   24. To collate and process invoices, timesheets and claims once approved by the Director of SEND & Student Experience.

School Specific Responsibilities (if applicable)

* 1. Creating and maintaining links with key feeder schools to ensure all information and evidence of (Exam Access Arrangements (EAA) is provided.
  2. To work with colleagues to collate and draft communications relating to key cross college events eg themed weeks

General Responsibilities

* 1. To promote and adhere to the College’s Safeguarding Policies and Procedures.
  2. To promote and adhere to the College’s Health & Safety Policies and Procedures.
  3. To manage student conduct in accordance with College policies.
  4. Promote the welfare of young people and vulnerable groups in all aspects of College life and to ensure safeguarding arrangements are adhered to at all times.
  5. The active promotion of and commitment to best practice in equality, diversity & inclusion.
  6. Contribute and demonstrate fully and at all times the positive promotion and role modelling of the College core values, generic competencies and professional behaviours expected of all staff employed by Moulton College.
  7. Undertake any other duties as required by the Principal and as may be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade of post within the organisation.

This job specification represents the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work.   In the interests of effective working the major tasks may be reviewed from time to time to reflect the changing needs and circumstances.  Such reviews and any subsequent changes will be carried out in consultation with the post holder.  All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in an operational area or faculty other than that to which they were originally appointed.

Core Benefits;

Local Government Pension Scheme Health Cash Plan (subject to conditions)

33 days holiday (inc bank/public holidays)\*\* 10% discount on College courses

On-site Gym Free on-site parking

Subsidised catering High Street Discounts

Cycle to Work Scheme

(\*\* Pro rata for part time)

I confirm my acceptance of the role as outlined above and agree to apply myself fully to the responsibilities of the post.

Signed (Employee);……………………………… Date;………………………………

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| **POSITIVELY PROMOTING EQUALITY, DIVERSITY & INCLUSION** |

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| **Person Specification; EHCP and SEND Administrator** |

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Educated to degree level or equivalent |  | X |
| Minimum of grade C in GCSE Maths and English Language (or equivalent) | X |  |
| NVQ in Business Administration / Customer Service or equivalent |  | X |
| Commitment to and evidence of CPD | X |  |
| Current driving licence | X |  |
| **Experience & knowledge** |  |  |
| Experience of working within a similar role | X |  |
| Experience of working within a further or higher education setting |  | X |
| Experience of working in a professional, customer focused office environment | X |  |
| Experience of working as a member of a team | X |  |
| Experience of collating data and presenting this in a user friendly format | X |  |
| Knowledge and understanding of SEND and EHCPs | X |  |
| Ability to/experience of championing a brand |  | X |
| Commitment to Equality, Diversity & Inclusion initiatives | X |  |
| Attendance at large scale corporate events |  | X |
| Previous experience of database systems | X |  |
| Knowledge of cultural diversity and its impact on learners and institutions |  | X |
| **Ability / Skills** |  |  |
| Commitment to enhancing the experience through service excellence | X |  |
| Excellent communication skills (written and verbal), works effectively within a team | X |  |
| Good organisational and time management skills | X |  |
| Excellent IT skills with the ability to use the range of Microsoft packages | X |  |
| Ability to provide courteous and high standards of customer service | X |  |
| Demonstrates a ‘can do’ outcome focused attitude and approach | X |  |
| Ability to work flexibly to meet changing needs | X |  |
| A positive, pro-active approach to work and problem solving and the ability to spot and deal with issues as they occur | X |  |
| **Personal Attributes** |  |  |
| Ability to work on own initiative | X |  |
| Willingness to learn and take on new tasks | X |  |
| Willingness to work flexibly i.e. evening and weekends | X |  |
| Understanding of confidentiality and data protection issues | X |  |
| Excellent personal presentation | X |  |
| **Safeguarding** |  |  |
| Satisfactory enhanced DBS disclosure | X |  |
| Ability to display awareness, understanding and commitment to the protection and safeguarding of children and young vulnerable adults. | X |  |
| Commit to policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities | X |  |

**NOTE;**

All candidates will be asked for proof of their eligibility to work in the UK during the interview and selection process. Tier 2 Certificates of Sponsorship are restricted by the UK Visas and Immigration Service and the position advertised above is unlikely to qualify for sponsorship. We are therefore unable to consider applications from candidates requiring Tier 2 immigration status to work in the UK at this time. For further information please visit the UK Visas and Immigration Service Website