School Ref No. WH/TAAprPermS3

**Education and Health Care Plan (EHCP) Administrator – Part Time**

West Hill School requires an enthusiastic and motivated Administrator to support our vibrant primary school.

***If you want to be part of a supportive and dedicated team to support children and families then this could be the role for you.***

West Hill is an incredibly special place to be supporting children with a range of additional needs at primary level. All our children have additional needs and an Education, Health and Care Plan to support their learning. Our school has undergone a huge redevelopment and we serve children and families from across Surrey. As part of the SEN administration team you will be supporting the statutory processes in managing children’s EHCPs and associated meetings to enable this to work effectively.

Liaising with families and case officers and ensuring that the appropriate paperwork is accurate in line with the SEN Code of Practice helps our children to achieve as much as they possibly can.

This important role supports our SEN Team across the school. In joining the wider office team you will be part of a wider group of central support staff which is critical to the effective running of our school.

Day to day support will include: basic administrative duties; scheduling and prioritising paperwork linked to their annual reviews; welcoming visitors and families in person at the office; answering the phone and responding to emails and liaising with a range of professionals on a daily basis. If you are a happy, flexible and motivated person who is excited by what you have read then we would love to hear from you…

Experience in schools is not necessary if you have the qualities or skills or qualifications that we are looking for.  
  
**You will experience:**  
> Amazing children who are keen to learn how to learn

> Friendly and supportive staff, parents and governors

> Varied curriculum and bespoke CPD opportunities  
> Strong commitment to staff well-being   
> You will also be eligible for THPT Benefits and Pension schemes  
> Opportunity to observe & work within a range of professionals to develop your skills   
  
West Hill School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment subject to: Disclosure and Barring Service disclosure clearance, satisfactory references, medical clearance, verification of qualifications, satisfactory completion of 6 months’ probationary service.