

Part A - Grade & Structure Information

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| **Job Family Code** | **4BF** | **Role Title** | **EHCP Administrator** |
| **Grade** | **P4** | **Reports to (role title)** | **School Operations Lead / SENCo**  **Principal** |
| **JE Band** | **135-**  **160** | **School** | **The Howard Partnership Trust** |
| **Date Role Profile created** | **February 2020** |
| **Part B - Job Family Description**  The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. THPT reserves the right to review and amend the job families on a regular basis. | | | |
| **Role Purpose**  including key outputs | | To provide efficient and effective SEN administrative and EHCP support as a member of the school office support team  **SEN Support**   * Annual Reviews – scheduling review, liaising with internal and external agencies, preparing paperwork, completing forms for sending out and preparation of confidential information, on occasion attending meetings & computer minute taking; room set up and ordering of supplies as required * Termly meetings - updating school reports, preparing packs for teaching staff, liaising with parents and setting up & distributing targets for home and school. * Termly meetings - setting up the online booking system (Eduspot) for teacher meetings and ensuring all parents are booked on appropriately * Reading relevant incoming information and disseminating as appropriate * Proof reading reviews, reports, letters and other documentation from school | |
| **THPT Work Context and Generic Responsibilities** | | Maintain confidentiality in and outside of the workplace.  Be pro-active in matters relating to health and safety and report accidents as required.  Support aims and ethos of the school setting a good example in terms of dress, behaviour, punctuality and behaviour, punctuality and attendance.  Uphold and support the School’s Policies and procedures on the  Safeguarding of young people. | |
| **Line management responsibility**  if applicable | | N/A | |
| **Budget responsibility**  if applicable | | N/A | |
| **Representative Accountabilities** Typical accountabilities in roles at this level in this job family | | **Analysis, Reporting & Documentation**   * Organise information to agreed procedures by filing, data entry, checking/matching data etc to ensure accurate records are maintained. * Prepare and dispatch a range of routine documents to meet the   daily priorities in their area of responsibility.  **Service Delivery**   * Carry out administrative and/or support activities to contribute to   the smooth running of the work unit. | |

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|  | * Receive and respond to everyday enquiries from customers to provide a timely, courteous and efficient service to others.   **Planning & Organising**   * Organise routine meetings, make arrangements and bookings   under clearly defined instructions and maintain diaries.   * Help to prepare straightforward materials to assist in the   effective organisation of internal/ external activities   * Assess the range and volume of work to be undertaken for the days ahead and plan to ensure it is completed to time and to an appropriate standard.   **Finance/Resource Management**   * Follow set order procedures to ensure adequate low value supplies and resources are available to meet office/work unit requirements.   **Work with others**   * Receive visitors and provide basic information in a courteous manner to promote a positive image of the work unit.   **Duties for all Values:**  To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.  Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.  To have regard to and comply with safeguarding policy and procedure as appropriate. |
| **Education, Knowledge,** | * Minimum 3 GCSEs at Grade C or above, or equivalent, or able to |
| **Skills & Abilities,** | evidence ability at an equivalent level. |
| **Experience and Personal** | * Working knowledge of relevant systems, equipment, processes |
| **Characteristics** | and procedures. |
|  | * Ability to apply relevant health and safety, equality and diversity, |
|  | and other County/Service policies and procedures. |
|  | * Competent in a range of IT tools. |
|  | * Ability to work with others to achieve objectives and provide |
|  | excellent customer service. |
|  | * Ability to communicate clearly orally and in writing. |
|  | * Accuracy and ability to prioritise and organise own workload. |
|  | * Previous office experience to enable jobholder to deal with |
|  | administrative procedures confidently. |
| **Details of the specific** |  |
| **qualifications and/or experience if required for the role in line with the above description** | **Values and Behaviours**  We are a values-based organisation and seek to recruit individuals who can demonstrate our values.  Our values will be assessed through the selection process, so we ask all applicants when providing their supporting statement to also incorporate not only how they meet the essential criteria for the role but to also demonstrate our values.  **Our values are:**  **Integrity** - displaying honesty and having strong moral principles  **Partnership** - working together and taking collective ownership to achieve the same goals  **Advocacy** - working hard on behalf of others to maximise their success  **Resilience** - finding success again after something difficult or negative has happened  **Compassion** - displaying empathy towards and a desire to help others  **Aspiration** - aiming high to achieve success |
|  | **SAFEGUARDING AND FURTHER INFORMATION**  The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).  The Howard Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment  Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. |
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| **Role Summary** | Roles at this level support service users and/or staff as part of a specific service or team. They typically provide administrative or  procedural support working on a broad range of routine activities within well established procedures. They will work in teams under the guidance of more senior colleagues and will be expected to be able to plan and organise their own workload, on an hour-to-hour and day-to-day basis within clear procedures. They will need to understand the objectives of the department sufficiently to allow them to time and sequence tasks so that they can support the  work of others effectively. |

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