



## **Role Profile - SEND and Access Arrangements Administrative Assistant**

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**Accountable to:** Special Educational Needs and / or Disabilities Coordinator (SENDCo)

**Location:** Oathall Community College

**Grade:** 4

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### **Job summary**

Provide the SEND and Access Arrangements teams with administrative assistance to support the efficient and effective management of processes within this area of the school.

### **Main task areas**

- Maintain accurate files and records for students with SEND and those considered for access arrangements.
- Update documentation such as student profiles and provision maps.
- Manage communications with stakeholders.
- Request and gather information from staff, parents, students and external agencies in preparation for formal processes such as EHCP applications, reviews and access arrangement assessments.
- Collate information into reports, reviews and other appropriate formats.
- Arrange meetings, including annual reviews, in a timely manner.
- Distribute documentation to relevant stakeholders, including uploading to digital platforms.
- Take minutes of meetings and capture actions.
- Act as a first point of contact for parents and other stakeholders and follow up as appropriate.
- Collate information and prepare documentation to support internal and external reviews and inspections.
- Provide general administrative support to the SENDCo, their Deputy and the SEND Specialist Assessor.

### **Security, Health and Safety**

- Comply with the college's commitment to safeguarding the welfare of children and young people.
- Ensure compliance with relevant legislative requirements and college policies and procedures.



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- Ensure all Oathall Community College practices relating to security, fire and emergency are observed.

### Any Other Duties

- To participate in an annual Performance Review meeting and undertake training where necessary.
- Undertake any other duties as may reasonably be requested as directed by the Headteacher.

### Person Specification

|                                | Necessary requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Measured by                                                                              |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| <b>Education/<br/>Training</b> | Essential <ul style="list-style-type: none"> <li>• A good level of education to <u>at least</u> level 2 including English and Maths</li> </ul>                                                                                                                                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>• Application/ Interview/ Certificates</li> </ul> |
|                                | Desirable <ul style="list-style-type: none"> <li>• secretarial qualification</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>• Application/ Interview</li> </ul>               |
| <b>Experience/<br/>Skills</b>  | Essential <ul style="list-style-type: none"> <li>• Good organisational skills including the ability to plan, prioritise, work to deadline and manage time effectively</li> <li>• Good IT skills</li> <li>• Good spoken and written communication skills</li> <li>• Experience of working with management information systems</li> </ul>                                                                                                                                                                        | <ul style="list-style-type: none"> <li>• Application/ Interview/ references</li> </ul>   |
|                                | Desirable <ul style="list-style-type: none"> <li>• Experience of working with SEND pupils in a school environment</li> <li>• Experience of working in an educational establishment</li> </ul>                                                                                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>• Application/ Interview</li> </ul>               |
| <b>Knowledge</b>               | Essential <ul style="list-style-type: none"> <li>• A basic knowledge of policy and issues surrounding education</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>• Application/ Interview</li> </ul>               |
|                                | Desirable <ul style="list-style-type: none"> <li>• Knowledge of SEND and access arrangement practices</li> <li>• An understanding of 11-16 academic structures</li> </ul>                                                                                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>• Application/ Interview</li> </ul>               |
| <b>Attitudes and Values</b>    | <ul style="list-style-type: none"> <li>• High degree of personal motivation and a determination to succeed</li> <li>• Ability to work in a systematic, orderly and organised manner without supervision.</li> <li>• Take pride in work, with an eye to accuracy and detail</li> <li>• Ability to relate well to children and adults</li> <li>• Commitment to equal opportunities and diversity practice</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> </ul> | <ul style="list-style-type: none"> <li>• Application/ Interview</li> </ul>               |