



The Warriner Multi Academy Trust

The Warriner Learning Centre **SEND Administrator**

The Directors and LGBs are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service (DBS) check will be carried out for the successful candidate.

Job Information	
Reporting to	SENDCO
Grade	Grade 7 Points 13-17
Salary	£30,024 - £32,046 Pro Rata
Hours /Weeks	29.33hrs per week Tuesday-Friday 8am-4pm (to include a 40min unpaid lunchbreak) Term Time Only plus 3 weeks to be worked in school holidays

Key objectives

- Be responsible for the organisation and co-ordination of the Education Health Care Plan (EHCP) review process and for ensuring that annual reviews and all related activities are completed to the highest quality and within statutory requirements.
- To provide administrative support to the SENDCO.
- To support teaching and learning by providing high quality administrative support as part of a committed and flexible whole school administration team.

Main duties and responsibilities

Additional tasks

- The SEND Administrator supports a large and complex SEND cohort, with over a quarter of the school population identified as having special educational needs.
- Manage the administration of the EHCP review process including scheduling of annual reviews, gathering of reports from school staff and completion of annual reviews in line with statutory timeframes. Arrange interim and emergency annual reviews as required.
- Co-ordinate and communicate the EHCP and annual review process to stakeholders and staff.

- Produce and communicate the annual review schedule to all staff.
- Oversee and update the SEND register following reviews and follow up communication.
- Supporting SENDCO with calendaring and administrating meetings.
- Prioritise caseload and produce invitations for annual reviews, prepare annual review paperwork, including amendments to EHCP reports, in line with school and statutory timeframes.
- Collate, proofread and send out accurate reports both before and after the annual review meetings in line with statutory timeframes and the SEN Code of Practice.
- Attend more complex review meetings to take minutes and capture actions agreed at the meeting.
- Monitor applications for increased high needs funding trackers, liaising with the Local Authority and senior staff as appropriate.
- Ensure that actions agreed at EHCP review meetings are followed up as part of the process including requests for additional funding and any proposed transition.
- Communicate effectively, both verbally and in writing, to stakeholders and external agencies, adapting communication as required.
- Use the school's information systems (Go4 schools. Edukey) to input and retrieve information required to support the EHCP review process
- Maintain up-to-date SEND records within GO4Schools and Edukey, including updating SEN status, recording and uploading confirmed diagnoses, and ensuring data accuracy across systems.
- Gather and securely store the collection of confidential and non-confidential reports on Edukey from external agencies that are required to complete the EHCP review process.
- Under the direction of the SENDCO, implement changes and updates to the EHCP review process
- Amend and edit EHCP to reflect both parental and agreed changes.
- Provide administrative support to the SENDCO in responding to tribunal and appeal hearings.
- Provide support and advice to staff regarding the annual review and associated processes.
- Establish good working relationships and communication with agencies, professionals and families by acting as the primary contact for SEND queries. – keeping in line with the school's 48-hour response procedures.
- Archive EHCP review paperwork in line with GDPR requirements.
- Receive calls and communications to Aspire (SEND) office acting as the primary contact for SEND queries , triaging queries to other members of the team and meeting and greeting external visitors.
- Signposting information and assistance on school matters, as appropriate, to parents, pupils/students, staff, LAs and other schools.
- Always maintain confidentiality at all times.
- Submit statutory paperwork, funding applications, consultation and tribunal responses to local authority within strict legal deadlines.
- Creation of Year 7 pupil passports by collating transition information from Year 6 to ensure all staff are informed of individual student needs and personalised strategies from the start of the academic year.
- Assist in the co-ordination of Year 7 transition process by liaising with primary feeder schools, arranging transition handover meetings with SEN teams, collating and reviewing information.
- Manage and maintain pupil passports for all students with SEND, including those who join and leave the school, Quality assuring the pupil passports for all new students to school. Ensuring information is archived, accurate, up to date, and effectively communicated to teaching staff.
- Update pupil passports in response to new diagnoses and professional reports, ensuring documentation reflects guidance from external

professionals, and disseminate updates to all relevant staff in a timely manner.

- Manage staff reset password requests and any first line queries regarding accessing Edukey.
- Ask teachers via Round Robins for normal ways of working and feedback on EHCP outcomes to support annual reviews.
- Extract and analyse key data from GO4Schools, including attendance reports, academic progress data and standardised scores, to support the preparation of annual reviews and wider SEND documentation.
- Train new staff starters in using both platforms.
- Maintain a regular accurate oversight of SEND funding by liaising with the Warriner MAT finance team and sharing up-to-date information on both approved and requested funding using agreed tracking systems (Excel).
- Co-ordinate alternative provision arrangements by liaising with parents, professionals and external providers to organise appropriate support, including 1:1 tutoring and bespoke provision where required.
- Actively support and work with the Exams Officer to assist with the administration and coordination of exam access arrangements, including communicating outcomes of access arrangement assessments to staff and parents, and ensuring appropriate records are maintained in line with JCQ requirement regulations i.e. diagnostic reports received and normal way of working (NWOW) is reflected.
- Assist SEND Leadership team in the administrative processes relating to Education, Health and Care Needs Assessments (EHCNAs), including the collation of evidence, preparation of documentation and liaison with stakeholders to support statutory assessment requests.

Qualifications and experience	Skills
Desirable: • Knowledge and understanding of SEND • Experience working as part of a team and meeting deadlines. • Ability to take ownership of professional development by identifying training needs and engaging in any ongoing learning opportunities. • Confidence to make informed decisions within the scope of the role to support effective SEND administration. • Experience using Edukey and GO4School platforms.	Essential: • Strong interpersonal skills. • Strong organizational skills. • Ability to work collaboratively with a diverse range of colleagues. • Ability to work with autonomy within set boundaries. • Self-motivated with the ability to identify priorities quickly and accurately to ensure that deadlines are met. • Ability to work under pressure and to strict statutory deadlines. • Highly effective organisational and planning skills. • Attention to detail. • Reliability, confidentiality and integrity. • Ability to present information in a logical, clear and concise. • Competent in using MS office, Outlook calendar and Teams. • The role operates as a key central function within the SEND team, with significant responsibility placed on the post holder as the primary administrative lead. This requires the ability to work with a high degree of personal accountability, prioritise a substantial workload, maintain accuracy across systems, and respond efficiently to the needs of students, staff, parents, and

	external agencies.
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All schools within the Warriner Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including an enhanced DBS check and satisfactory references. Please be aware that, we may carry out an online search, on shortlisted candidates only, in line with Keeping Children Safe in Education in order identify any incidents or concerns which are publicly available online. The Warriner Multi Academy Trust is an equal opportunities employer. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children. This post is exempt from the Rehabilitation of Offenders Act (1974).