



# Pendle Education Trust

## SEN Administrator

<b>Closing Date</b>	Monday 27 <sup>th</sup> June 2022
<b>Salary</b>	Scale 5, £20,043 - £22,129 per annum, pro-rata, term time
<b>Interview Date</b>	W/C 4 <sup>th</sup> July 2022
<b>Hours</b>	37 hours a week
<b>Required</b>	As soon as possible
<b>Reports to</b>	SENDCO

### Pendle Education Trust

Nelson and Colne College, Scotland Road, Nelson, BB9 7YT

Tel 01282 440 249 Email [contact@pendleeducationtrust.co.uk](mailto:contact@pendleeducationtrust.co.uk)

Company Registration Number: 08263591

Place of Registration: England and Wales



## **Job Description: SEN Administrator**

### **Role Specific**

1. To provide general clerical and administrative support including, but not limited to, general filing, word processing, photocopying and distributing mail. It is expected you will focus on matters relating to Safeguarding and Special Educational Needs.
2. Deal with a variety of enquiries from visitors, students, parents, external agencies and members of the public in a professional manner, in person, over the phone or by email.
3. Able to decide on many conflicting priorities of own workload, and maintain an organised and efficient working environment.
4. Creating and maintaining manual and computerised student files, ensuring that data kept is accurate, up-to-date and recorded in the correct place.
5. Maintaining stock and processing incoming deliveries, distribution and storage of stock.
6. Routine financial administration, including ParentPay, petty cash and postage.
7. Work as part of the office team to support colleagues from other departments.
8. Ensure the office environment is tidy and maintained to the best standard.
9. Any other duties the SENDCO considers appropriate.
10. Taking minutes of internal and external meetings.
11. Liaising with external agencies.
12. Undertaking administrative duties associated with Children Looked After (CLA).
13. Supporting the SEN team to ensure smooth administrative processes.
14. Maintenance of team diaries to ensure cover.

### **Trust Responsibilities**

1. Share the Trust's Vision, Mission, Values and Behaviours and communicate them effectively.
2. Participate in Staff Review and Professional Development activities, and be actively involved in the Trust's culture of high expectation.
3. Value diversity and promote equality.
4. Engage in marketing activities and liaison with employers and the wider community in line with Trust strategies.
5. Contribute to cross-Trust events.
6. Adhere to Trust policies and procedures including Health and Safety.
7. Be responsible for safeguarding and promoting the welfare of children and young people.
8. Any other duties that the Principal or Executive Principal consider appropriate.



## Person Specification: Pastoral Care Administrator

### Qualifications and Attainments

Minimum of 4 GCSEs (or equivalent qualification) at grade C, including Maths and English	Essential
Level 3 qualification in Business Administration or equivalent	Desirable

### Training, Experience and Knowledge

Experience of undertaking administrative tasks	Desirable
Experience of reception duties and dealing with a range of stakeholders in a professional manner	Desirable
Ability to prioritise and effectively manage a busy workload	Desirable
Experience of working with and handling sensitive, confidential information	Desirable
Knowledge of GDPR, and restrictions surrounding the use and storage of data	Desirable
Experience of working in an educational environment	Desirable
Experience of using the SIMS database or other MIS system	Desirable
Experience of working in SEN/ CLA	Desirable

### Personal Skills and Attitudes

Excellent IT skills including use of Office 365 suite of software	Essential
Excellent time management skills	Essential
Possess excellent communication skills	Essential
Ability to work in a fast-paced environment and meet deadlines	Essential
Display initiative, be positive and enthusiastic	Essential
Demonstrate a commitment to equality and diversity, customer service and quality assurance	Essential
Be a team player	Essential
Demonstrate a commitment to the process of continuous review and improvement	Essential
Suitability to work with children, young people and/or vulnerable adults	Essential
Flexible approach to working times in line with Trust requirements	Essential





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