

SEND Administrative Assistant

Ark Academy

Line Manager: Vice Principal – Inclusion

Location: Ark Academy

Contract: Permanent / Fixed Term

Working Pattern: Part-Time, Term Time Only

Hours: 9:00am – 3:00pm, Monday to Friday (30 hours a week)

Salary: Grade 5, Inner London Support Staff Scale.

Role Purpose

Ark Academy is seeking to appoint a highly organised, proactive and professional SEND Administrative Assistant to support the day-to-day administration of the Inclusion and pupil support departments across both the Primary and Secondary phases of the school.

The successful candidate will play a vital role in supporting the coordination, organisation and delivery of SEND provision across our all-through setting. They will support the smooth running of SEND systems, meetings, interventions and communication with families and external professionals.

This role requires excellent organisation, attention to detail, confidentiality and the ability to build positive working relationships with pupils, families, staff and external agencies.

This is an exciting opportunity for someone who is organised, compassionate and committed to making a meaningful difference within an ambitious and inclusive school community.

Key Responsibilities

SEND Administration & Coordination

- Coordinate and schedule Annual Review meetings for pupils with EHCPs
- Manage SEND calendars, appointments and meeting invitations
- Liaise with parents, staff and external professionals regarding SEND meetings and provision
- Prepare and distribute paperwork for Annual Reviews and SEND meetings
- Attend meetings where required and accurately type and distribute meeting notes/minutes
- Maintain accurate SEND records and confidential documentation
- Support the updating and administration of Individual Learning Plans (ILPs)

- Monitor and maintain SEND files and statutory documentation to ensure compliance and deadlines are met
 - Support the administration of SEND screening and assessment processes
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Wider Inclusion Support

- Support administrative systems linked to interventions, referrals and SEND concerns
 - Assist with transition administration for Year 6 into Year 7 pupils, including additional transition meetings and visits
 - Support the organisation of SEND events, parent meetings and reviews
 - Assist with data entry, reports and administrative tasks linked to SEND provision and pupil support
 - Work collaboratively across both the Primary and Secondary phases of the school
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Exams Support

- Support the Senior Deputy SENCO with coordination of access arrangements administration where required
 - Act as an Exams Invigilator during internal and external examination periods, including GCSE examinations
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General Responsibilities

- Maintain confidentiality and professionalism at all times
 - Communicate professionally with all stakeholders including pupils, families, staff and external agencies
 - Contribute positively to the wider ethos and culture of the school
 - Undertake additional administrative duties appropriate to the role as directed by the Vice Principal – Inclusion
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Person Specification

Essential

- Excellent organisational and administrative skills

- Strong written and verbal communication
 - Ability to prioritise and manage multiple tasks effectively
 - Strong IT skills, including Microsoft Office and Teams
 - Professional, calm and approachable manner
 - Ability to maintain confidentiality and handle sensitive information appropriately
 - Ability to work independently and as part of a team
 - Strong attention to detail
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Desirable

- Experience working in a school or SEND environment
 - Experience organising meetings and managing calendars
 - Knowledge of SEND processes, EHCPs or Annual Reviews
 - Experience minute-taking or producing professional meeting notes
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Why Join Ark Academy?

Ark Academy is an ambitious all-through school with a strong commitment to inclusion and high expectations for all pupils.

The successful candidate will join a supportive and passionate Inclusion team dedicated to ensuring every child is known, supported and successful.

We are committed to staff development and wellbeing and offer opportunities for training and professional growth within a collaborative school environment.