**JOB DESCRIPTION**

**Post:** SEN Administrator

**Reporting to:** SENCO

**Location:** ArkCharter Academy, Portsmouth

**Contract:** Full-Time

**The Role**

This role is central to the effective delivery of SEND provision across the Academy, ensuring that all systems, records, and communications related to pupils with Special Educational Needs and Disabilities (SEND) are managed with accuracy, confidentiality, and care. Working closely with the SENDCO and wider pastoral and academic teams, you will play a key role in coordinating administrative processes for EHCPs, SEN Support Plans, and interventions. You will liaise with families, staff, and external agencies to ensure that students receive the support they need and that statutory responsibilities are met.

**KEY RESPONSIBILITIES**

**Administrative Support for SEND Provision**

* Maintain accurate and confidential pupil records for all students on the SEND register, including SEN Support Plans, EHCP documentation, and records of interventions and outcomes.
* Update and manage SEND information on relevant school systems, ensuring data is current and accessible for reporting compliance.
* Track interventions and provisions delivered across the school, ensuring records are well-maintained and support plans are regularly updated.

**Communication and Liaison**

* Act as a first point of contact for parent and carer queries relating to SEND, handling communications professionally and with sensitivity.
* Schedule and coordinate meeting for the SENDCO, including Annual Reviews, parent consultations, and multi-agency meetings.
* Disseminate key information and diagnostic reports to relevant staff in a timely and confidential manner.
* Assist at key transition points in Year 3 and Year 6

**Support with EHCP and SEN Processes**

* Assist in the preparation and coordination of Annual reviews of EHCPs, including collating and distributing paperwork, liaising with external professionals, and logging outcomes.
* Support the SENDCO in compiling evidence for EHCP Needs Assessments, working with staff to gather and format necessary documentation and impact reports.
* Monitor and track EHCP banding allocations, liaising with the Business Manager to ensure correct funding is in place.

**Data and Reporting**

* Assist in preparing accurate reports and data sets for internal reviews, Ofsted inspections, and external agencies.
* Provide up-to-date SEND data to the SENDCO and senior leadership team to support school improvement planning
* Contribute to census and statutory data returns, ensuring deadlines and compliance standards are met.

**Resource Management and Budget Monitoring**

* Support the SENDCO with ordering and managing SEND-specific resources, maintaining accurate logs of use and impact.
* Track SEND budget allocations, including provision linked to EHCP bandings, and liaise with the finance team to ensure spend aligns with student needs and school priorities.

**Other Responsibilities**

* Support Ark’s commitment to safeguarding and promoting the welfare of children and young people.
* Adhere to Ark’s data protection policies and procedures.
* Liaise confidently and professionally with colleagues and external stakeholders.
* Engage with Ark’s wider network, attending relevant meetings and training sessions.
* Contribute to the whole-school initiatives, training and enrichment activities as required.

This job description is not necessarily a comprehensive definition. It will be reviewed periodically and when appropriate to reflect or anticipate changes in the job commensurate with the grade and job title. It may be subject to change or modification at any time after consultation taking into account the circumstances of the academies and their implications.

**Person Specification**

**Qualification and Experience Criteria**

* GCSE (or equivalent) in English and Maths (Grade C/4 or above)
* Experience in a school or educational setting, particularly in a SEND-related role
* Knowledge of the SEND Code of Practice and school SEND procedures
* Experience working with local authority processes related to EHCPs and funding
* First Aid or safeguarding training (or willingness to undertake)

**Knowledge, Skills and Experience**

* A strong commitment to improving outcomes for pupils with SEND
* A genuine desire to make a positive impact on the lives of children and their families
* Excellent organisational and time-management skills; able to manage multiple priorities efficiently
* Confident and professional communication skills, both written and verbal, with a wide range of stakeholders
* High attention to detail and accuracy when managing pupil records and preparing reports
* Proven discretion and commitment to maintaining the confidentiality of sensitive information
* A compassionate and empathetic approach when supporting families and students with diverse needs
* Collaborative mindset, able to work effectively within a team and across departments
* Problem-solving skills with the ability to take initiative and suggest improvements to administrative processes

**Other**

* Commitment to equality of opportunity and the safeguarding and welfare of all pupils
* Right to work in the UK
* Willingness to undertake training
* This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process which will include questions about safeguarding. This process is outlined* [here](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check. This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark’s safer recruitment process, please click this* [*link*](https://arkschools.sharepoint.com/:b:/g/ArkNetCentral/hr/EcXQDSjo9UpCpgk8lDWMN0sBVG6GBUTVWVXp9c5KkW-tog?e=bfdlES)*.*

*We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark’s diversity and inclusion commitments, please click on this* [*link*](https://arkonline.org/our-approach/diversity-and-inclusion)*.*