



# The Clere School

## **SEND Administrative Officer**

**Support staff Pay Scale: D**

**Full Time Equivalent Salary: £25,628 to £28,326 per annum**

**Term Time only, 30 hours per week**

**Actual Annual Salary: £17,774 to £19,646 per annum**

*We are flexible about when the hours are worked during the school week*

We are seeking to appoint a SEND Administrative Officer to work with our Learning Support Team. The successful candidate will provide an effective and efficient administrative service alongside direct working with students with SEND to ensure the professional running of the SEND Team at the Clere School. The Clere is an inclusive school with high aspirations for every young person and strong progress outcomes.

### **Role Purpose:**

Your role will include maintenance of our SEND support list, scheduling and preparing paperwork for Annual Reviews for our students with EHCPs, liaising with external agencies, under the direction of our SENCO. You will be in direct contact with parents and students as the front of house for the school's SEND offer.

### **Duties include:**

- To support the SENCo in taking general day to day enquiries and following up as appropriate
- Pastoral Support
- Designated Safeguarding Support
- To arrange and book meetings required by the SENCo, other agencies and Review Meetings as part of the school's Graduated Approach. This will include the writing of SEN Student Profiles and working with student to collect their views.
- To administer the EHCP Annual Review process, including requesting and collating all contributions, both internally and externally, preparation of all documentation and attending/minuting annual review meetings
- Review and process completed annual review reports and distribute these according to compliance timeframes set by issuing Local Authorities
- Support the administration arrangements and organisation of transition events on behalf of SEND Department.
- Coordinate correspondence, planning and review of Intervention programmes delivered within the SEND department.
- Alongside the SENCo, manage the academic year calendar for SEND.
- Other reasonable tasks requested by the SENCo to ensure students are supported.
- Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace.





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- Maintain confidentiality, safeguarding and PREVENT expectations of an employee of the Clere School.

We are absolutely committed to safeguarding our children and our recruitment procedures are rigorous in this respect.

*“The Clere School and County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.”*

## **Application instructions and closing date information:**

Please download the application pack from the school website ([www.clere.school](http://www.clere.school)) or email [recruitment@clere.school](mailto:recruitment@clere.school)

Application forms should be submitted by midday on Thursday 18<sup>th</sup> July 2024 applications will be considered as they are received.

