



## HATTON ACADEMIES TRUST

### JOB DESCRIPTION

<b>Job Title:</b>	Administration Assistant – SEND and Medical
<b>Post Holder:</b>	
<b>Line Manager:</b>	SENCO
<b>Current Pay scale:</b>	NJC Scale 4 to 6
<b>Hours / Weeks:</b>	37 Hours per week 39 weeks per year (38 term time weeks plus 5 days)

#### Job Purpose

- To provide general administrative support under the guidance of the SENCO
- To ensure that paperwork is created, completed, and filed correctly for the SEND cohort
- To assist in the creation of onward referrals and documentation required by external agencies such as Annual Review Paperwork
- To ensure that medical records are kept updated
- To compile medical risk assessments and medical plans with the support of the SENCO and Assistant SENCO and ensure that these are filed and disseminated as appropriate

#### Main Duties and Tasks

##### SEND Administration:

- Assist with the SEND administration e.g. filing / entering data information into SIMs and Edukey and tracking and co-ordinating information
- Assist in the production of pupil passports and IEPs using the Edukey system with support from the SENCO and Assistant SENCO, ensure that review timescales are logged and communicated, and collate information required to review these
- Assist with the preparation of paperwork for annual reviews including requesting feedback from teachers and other stakeholders and collating responses
- Assist with e-mails received to the SEND inbox ensuring that incoming e-mails are disseminated in a timely manner.
- Screening and dealing with telephone calls and enquiries related to SEND and medical.
- Support with admissions to the Academy (Year 6 transition and admissions in year) for students with SEND and/or medical needs under the direction of the SENCO.
- Typing / word processing of materials to include; letters to pupils/parents/external agencies, filing, typing minutes, collating/preparing resources, In-touch communications.
- Administration of orders and purchases, ensuring all appropriate paperwork is completed in accordance with Academy procedures and chasing delivery as required.
- Meeting and greeting visitors, arranging refreshments as required.
- Administer the room booking system within the SEND department
- Supporting and signposting student enquiries as they arise

Hatton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### Medical Administration:

- In addition to the above, liaise with parents/carers to collate medical information about students (including allergies) and input this onto systems such as SIMS and Edukey to ensure that it is accessible to all relevant stakeholders
- Assist in the production of medical risk assessments and medical care plans for students that require them. Full training would be provided for this. Ensure that these are completed to a high standard, regularly reviewed, and filed appropriately.
- Assist in the administration required for vaccinations that take place at the academy such as producing class lists and sending communications to parents/carers

### General

- Deal with first aid incidents as a qualified first aider.
- Responsibility for safeguarding and promoting the welfare of children at the Academy.
- The Academy has a commitment to be inclusive in terms of ethnicity, gender, disability, social background and academic ability and expects all staff to share this responsibility.
- Share and actively promote the Academy's commitment to promoting equal opportunities and tackling discrimination.
- In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances.
- Demonstrate a commitment to personal and professional development by attending related courses, workshops or seminars.
- Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and comply with policies and procedures relating to health and safety within the Academy.
- Carry out other relevant duties as may be reasonably requested by the SENCO / Vice Principal/ Co-Principals commensurate with the pay and grade of the post.

Signed by Post holder \_\_\_\_\_

Date \_\_\_\_\_

Signed on behalf of the Academy \_\_\_\_\_

Date \_\_\_\_\_