

Kineton High School & Sixth Form  
Job Description: SEND Administrator

Responsibilities as SEND administrator	<ul style="list-style-type: none"> <li>• Provide administrative support to the SEND team</li> <li>• Maintain accurate records and booking systems</li> <li>• Ensure effective and timely communication with all relevant parties</li> <li>• Coordinate deployment of teaching assistants</li> <li>• Collect, summarise and share information regarding students</li> <li>• Respond to phone calls and emails in a professional manner</li> <li>• Use appropriate software as directed</li> <li>• Monitor budgets to work with SENCO to ensure best value for money</li> <li>• Manage SEND teaching resources</li> <li>• Manage the SENCO's calendar.</li> </ul>
Responsibility of a member of staff	<ul style="list-style-type: none"> <li>• Actively contribute and fulfill staff responsibilities to the school's responsibility to safeguard and promote the welfare and safety of children and young people</li> <li>• Work effectively with all members of the school community to promote the KHS ethos, mission and values</li> <li>• To meet all deadlines to ensure the effective running of the school</li> <li>• Adhere to all relevant school policies</li> <li>• To adhere to all health and safety policies</li> <li>• Act as a role model in terms of expected standards of dress, conduct, language and punctuality</li> <li>• To work effectively as part of the KHS team</li> </ul>

This job description is subject to periodic review and may be changed in accordance with the developing needs of the school, the department, the students or the post-holder, with whom any change will be discussed in detail.

This job description is agreed in the parameters of the Schoolteachers' Pay and Conditions document and also local agreements between WCC, Teaching Associations and the Governors of Kineton High School.

This job description should not be taken as comprehensive and exclusive of any other tasks. By negotiation and agreement between the post-holder and the Head Teacher other tasks which are relevant and reasonable for the post-holder may be allocated.

Adults employed to work in Kineton High School are vetted for their suitability to work with children in accordance with the Keeping Children Safe in Education Policy and DfE requirements