

Job Description – Admin Support (SEND & Admissions)

Responsible to: SEND Practitioner

Responsible for: N/A

Salary: Grade SCP 20 – Actual: £22,403.32

Hours: 37.5 hours per week – Term Time Only

Job Purpose:

To provide high-quality administrative support to the SEND Practitioner and Admissions Coordinator, ensuring the effective delivery of SEND services, admissions procedures, and student transitions. The role involves accurate record keeping, meeting coordination, and ensuring compliance with deadlines and regulatory standards.

Key Responsibilities

To provide efficient and professional administrative support to the SEND and Admissions functions.

Main Duties:

- **Administrative Support:**
 - Maintain well-organised electronic and paper-based filing systems for SEND and Admissions records.
 - Prepare documentation for EHCP reviews, care plans, admissions, and transition meetings.
 - Monitor and track key statutory deadlines (e.g. EHCP consultations) and notify relevant staff accordingly.
- **Data & Record Management:**
 - Ensure accurate and confidential maintenance of student records.
 - Compile data for reports and submissions to SLT, external agencies, and regulatory bodies.
 - Assist with monitoring of SEND caseloads and admissions pipelines.

- **Meeting Coordination:**

- Schedule and organise meetings (EHCP reviews, admissions panels, transition planning).
- Accurately minute meetings and circulate actions to relevant parties.

- **Communication & Liaison:**

- Liaise with internal departments (e.g. therapy, education, admin, finance) to ensure coordinated service delivery.
- Support the planning and delivery of open days, careers events, and transition visits.

- **Compliance & Quality:**

- Ensure documentation is accurate and compliant prior to submission.
- Support compliance with Ofsted, Local Authority, and SEND Code of Practice requirements.

General:

- Ensure all duties align with Camphill Wakefield's values, policies, and safeguarding responsibilities.
- Maintain confidentiality and handle sensitive data in accordance with GDPR.
- Promote a welcoming, professional, and safe environment.
- Participate in relevant training and professional development.
- Work professionally and cooperatively with colleagues across the organisation.
- Undertake any other duties appropriate to the role as required.

Line Manager Signature: _____

Date: _____

Employee Signature: _____

Date: _____

Person Specification – Admin Support (SEND & Admissions)

Requirement	Essential or Desirable?	How Assessed?
Experience in an administrative or office-based role	Essential	Application
Understanding of SEND and admissions processes	Desirable	Application
Familiarity with EHCPs, care plans, and legal timelines	Desirable	Application
Working knowledge of Microsoft Office (Word, Excel, Outlook, PowerPoint)	Essential	Application
Experience in an education or SEND environment	Desirable	Application
Proficiency with management information systems or case management software	Desirable	Application
Understanding of GDPR and handling sensitive data	Essential	Application
Strong organisational and time-management skills	Essential	Interview
Excellent written and verbal communication	Essential	Interview
High attention to detail and data accuracy	Essential	Interview
Ability to prioritise workloads and meet deadlines	Essential	Interview
Ability to liaise effectively with internal and external stakeholders	Essential	Interview
Methodical and well-organised	Essential	Interview
Reliable and responsible	Essential	Interview
Self-motivated and adaptable	Essential	Interview
Strong team player and positive attitude	Essential	Interview

Able to work independently and show initiative	Essential	Interview
Commitment to professional development	Essential	Interview