
SEND Administrator

Contract Type:	Permanent
Pay rate:	Grade 6: £12.80-13.93 per hour
Required for:	September 2024
Closing Date for applications:	10:00am, Friday 12th July
Interview date:	Week commencing 15th July

Work Within Our SEND Department and Empower Student Success!

Are you passionate about inclusion and helping students with SEND achieve their full potential?

Aylesbury UTC, a unique school focused on Digital and Healthcare, is seeking a dedicated administrator to work within our SEND department. We have a strong track record of ensuring all students flourish, regardless of learning barriers. This key role aligns perfectly with our vision of inclusivity and offers an outstanding opportunity to significantly impact our SEND provision.

The Role

We are seeking a SEND (Special Educational Needs) Administrator to join our team at Aylesbury UTC. You will provide administrative support to the SENDCO (Special Educational Needs and Disabilities Coordinator) and play a vital role in ensuring the smooth operation of the SEN department.

Responsibilities

- Assist the SENDCO with all administrative tasks related to the SEN team.
- Maintain the school's SEN system containing student information.
- Coordinate and complete Annual Reviews and statutory paperwork for Education, Health and Care Plans (EHCPs) within deadlines.
- Liaise with students, parents/carers, colleagues and external professionals.
- Maintain and update student records and data required for returns.
- Manage filing systems and assist with archiving historical data.
- Transfer student information securely when joining the school.
- Report technical faults related to the school's SEN systems.
- Ensure compliance within the school of data protection regulations.
- Maintain and update information held on the school system(s) as appropriate, including student records and data required for the completion of returns, for example, for the local authority. You may feel this is covered.
- Assist in transferring information safely when students join or leave the school or school system(s) are introduced and/or changed.

- Answer incoming calls regarding SEN support and enquiries, dealing with correspondence promptly and as required.

Person Specification

- Excellent interpersonal and communication skills.
- Ability to build positive working relationships.
- Professional and tactful approach to work.
- Flexible and adaptable to meet the demands of a busy school environment.
- Strong organisational and IT skills.
- Positive attitude and ability to prioritize workload.
- Working knowledge of child protection policies (training provided).

Benefits

- Competitive salary and benefits package.
- Term-time working
- Opportunity to work within a supportive and collaborative team.
- Make a positive difference in the lives of young people with special educational needs.

Why you'll love it here:

- Make a real difference in a happy and collaborative environment with excellent relationships across the school.
- Benefit from extensive professional development opportunities to further your own growth.
- Work collaboratively with colleagues across departments, fostering a truly inclusive school community.

To Apply

- Further information and an application form can be found on our school website at <https://aylesburyutc.co.uk/about/team/vacancies/>
- For more information or to arrange a visit to the school (strongly encouraged), please contact reception@aylesburyutc.co.uk
- Please email all completed applications to: recruit@mtoat.co.uk (our Trust HR team)

Closing date for completed application forms is **10:00am, Friday 12th July** We reserve the right to close the application process early if a sufficient number of applications are received.

Interviews are planned for **the week commencing 15th July**

Sending every young person into the world able and qualified