

**St Peter's School
Job Description**

Special Educational Needs (SEN) Administrator – Fixed Term 1.9.2026 to 31.8.2027

Post Holder:

Salary:	Grade E, Scale Point 9 - £18,901 (actual) gross per annum
Contractual Weeks	Term Time only
Contractual Hours	30 hours per week Mon to Fri 8.30am to 3.00pm, less a 30 minute unpaid break each working day

KEY ROLE AND RESPONSIBILITIES

The SEN Administrator will work closely with the Senior Leader for Inclusion, Special Needs Co-ordinator (SENCo) and Teaching Assistants. The Administrator will be the first point of contact for staff, parents and students and will liaise with outside agencies including the local authority. In addition, the post holder will manage all administrative duties for the SEN department, including provision of secretarial support to the Senior Leader for Inclusion and SENCo.

MAIN DUTIES

Reporting direct to the Senior Leader for Inclusion and through him/her to the School Business Manager, the SEN Administrator is responsible for the following tasks:-

- To ensure that all statutory processes are adhered to (scheduling of Person Centred Reviews for students with an Education Health Care Plan)
- To communicate with local education authorities and other outside agencies
- To communicate with parents and carers
- To maintain and file all SEN communication
- To organise, attend and document all Person Centred Reviews (PCR)
- To act as PCR chaser to ensure all aspects of the action plan are fulfilled
- To schedule meetings and visits with parents of students with SEN
- To liaise with feeder schools regarding the special educational needs of year 6 students transferring each September.
- Ensuring all EHCP paperwork goes out within the expected timeframe – this requires strategic planning in order that all stakeholders contribute to the meeting; student, parents, teachers, and all outside agencies - and that they receive the paperwork in advance of the meeting
- Commuting between the Primary and Secondary sites to take minutes at the EHCP Annual Reviews.
- Arranging all meetings with SENCo
- Arranging with LA's (BCP and Dorset) all EHCP Annual Reviews – currently 47 with 2 further pending. (This number has significantly increased since she started in September 2014).
- Contacting parents/carers to inform them when services such as HSS and VSS are in school to see students as these services no longer do this.
- Printing/Sending out reports from HSS and VSS to parents/carers as they no longer do this.
- Answering the SEN phone as we only have one.
- Administration for Specialist Literacy Teacher
- Administration for Specialist Literacy TA and EAL/Key Skills TA
- Printing off and circulating TA Briefing Minutes for TAs
- To undertake the induction process for new TA starters

In absence of SENCO, responsible for:

- Redeploying TAs due to staff/student illness
- Speaking with parents or outside agencies
- Dealing with student crisis as they occur
- Checking if Nurture has availability and sourcing work for these students
- Arranging venues for HSS, VSS, E.P.'s and SAL Therapists in which to see students

SUPPORT FOR THE SCHOOL

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos, work and mission statement of the school
- To undertake broadly similar duties commensurate with the level of the post as required by the Head teacher

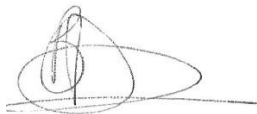
The purpose of this job description is to indicate the general level of responsibility of the post. In accordance with paragraph 80(d) of the National Conditions of Service it is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher, Senior Leader for Inclusion or designated deputy.

Safeguarding is everyone's responsibility at St Peter's School regardless of position or role.

Signed

Post holder Date



Signed

Headteacher Date 11.6.2026

Agreed: June 2026

Review: