

**Elms Bank School**

**SEND Administrator Vacancy**

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**Introduction**

Dear Applicant

Thank you for your interest in this post at Elms Bank School, which is a member of Oak Learning Partnership Trust.

Our Trust is a recently established group of schools currently comprising of a primary, secondary and special school all located in Bury, Greater Manchester. At Oak LP we are passionate about transforming children’s lives and their communities through the delivery of a well-balanced, rounded education, providing individual support in schools which are happy places within which staff and young people thrive. We are passionate about inclusion; this is at the heart of our ethos and is a consistent focus. In all our schools we endeavour to leave no child behind.

We understand that we can only achieve our vision by recruiting the right people and providing them with the support, training and time they need in order to allow them to flourish and be the best they can be. Whatever role an individual undertakes within our organisation, be that supporting or teaching, they are contributing to our collective aim of transforming lives. We have high expectations for our staff, we invest heavily in them ensuring they feel valued and their well-being is always considered. We understand that if staff feel valued and if the impact they are having is recognised, they can perform at their best.

Our schools work closely with one another: they collaborate, support each other and share collective systems across both educational and business provisions. But it’s also important to us that each school has individuality and freedom to be innovative. What we do insist on is clarity and consistency from our leaders and always making sure common sense is at the heart of decision making.

I joined the Trust in September and I’m excited to lead Oak LP into the next part of its journey. We are laying strong foundations for growing the Trust and with this, will come multiple development opportunities for our staff. We are committed to making a difference on a wider scale, whilst continuing to build on our current strengths. Above all we will continue to have a strong moral purpose, provide a truly inclusive education and embed our core values of **Aspiration, Resilience,** and**Integrity in everything we do.**

If you’re excited about joining Oak LP, your values are aligned with ours and you feel like you can make a difference please contact the school directly for any additional information about the role.

James Franklin-Smith

CEO of Oak Learning Partnership



**Welcome from the Headteacher**

Dear Candidate,

Elms Bank is a vibrant and forward thinking generic secondary special school based in Bury, Greater Manchester. All our pupils have a Statement of Special Educational Needs. Our age-range is from 11 to 19 and we currently have 284 pupils in school. Our pupils are divided between classes including specialist classes for pupils who are on the autistic spectrum and those with complex needs.

Our intake is mainly from Millwood Primary Special School and a range of mainstream primary schools across Bury. We also accommodate pupils who come from other local authorities. This will depend on the availability of places.

At Elms Bank we embrace the Arts (Drama, Art and Music) and Applied Learning. Both these areas enrich the curriculum for our young people and contribute to making Elms Bank a place where talent can be nurtured and young people can grow in confidence. You will see lots of information on the website about the achievement of our pupils. These areas include our annual school production, our choir with over 50 members and work placements completed by our pupils.

Central to our vision is to work in partnership within a multi-disciplinary approach to meet the needs of all the young people in our school community. We aim to create a safe and happy learning environment where everyone is treated with respect and dignity. The website contains information about all the people who work in partnership with us. These include a range of services from the National Health Service, the Educational Psychologist and the Local Authority SEN Department.

We have strong links with Millwood Primary School and a range of other local primary schools. We ensure that all our Year 7 pupils have a very positive transition from our feeder schools into Elms Bank. Many of our pupils are able to access inclusion opportunities in mainstream high schools. We value the opportunities created through these links to allow our pupils to grow in confidence both socially and academically.

The staff team are the greatest strength of the school. We aim to provide the highest standards of education and care for our special young people. We plan to meet each pupil’s specific needs. We look for every opportunity to celebrate their achievements.

Please visit our school website for further information.

<http://www.elmsbank.co.uk>

Orienne Langley-Sadler

Headteacher at Elms Bank School



**Elms Bank School – SEND Administrator**

**Required for as soon as possible**

**Grade 7, SCP 7 – 11, actual salary - £17, 944 - £19, 424**

***“An outstanding school”***

(Ofsted October 2014)

Elms Bank is an outstanding generic secondary special school for pupils aged 11-19. The Governors are seeking to appoint highly motivated and enthusiastic SEN Administrator who can join a team of professionals.

Ofsted October 2014  
*“The school has highly effective systems for managing students’ behaviour. The systematic approach, consistent use of the behaviour policy and skilled behaviour management result in students with more challenging behaviour making exceptional progress in gaining self-control and re-engaging with learning within a very short space of time.”*

The post is 37 hours per week term time plus 10 additional days to be worked during school closure. The working hours are Monday to Thursday 8.00am – 4.00pm and Friday 8.00am – 3.30pm.

You will:

* Have the ability to deliver a high standard of customer service
* Have the ability to communicate with people from all walks of life
* Have an understanding of SEN/EHCP’s
* Have excellent time management skills with the ability to maintain effective administrative systems
* Be able to work constructively as part of a team, understanding school roles and responsibilities and your position within these
* Have self-motivation and personal drive to complete tasks to the required timescales and quality standards
* Have the flexibility to adapt to changing workload demands and new school challenges

You will be part of an excellent team and will be given extensive support to develop to your full potential both in this role and beyond. Applicants must have relevant qualifications and experience, please ensure that you meet the person specification before applying.

We are committed to **equality** of **opportunity** for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Please do not send CV’s. Applications should be sent to [recruitment@elmsbank.co.uk](mailto:recruitment@elmsbank.co.uk) for the attention of Mrs Orienne Langley Sadler, Headteacher.

**Closing Date: 9.00am, Wednesday 3rd November 2021**



**Job Description**

**SEND Administrator**

**Normal place of work:** Elms Bank, although you may be required to work at any other school within the Trust

**Responsible to:**  School Business Manager

**Responsible for:** N/A

**Hours of work:** 37 hours per week, term time only plus 10 days

**Salary:** Grade 7, SCP 7 – 11, actual salary - £17, 944 - £19, 424

**Purpose of the Post**

* To work collaboratively with all staff and parents in order to support pupil wellbeing and progress.
* To co-ordinate the administration of EHC plans and the updating of SEN information of all pupils using SIMS.
* To assist in the provision of a full range of administration duties to support the work of the administration team.

**Duties and Responsibilities**

**EHCP/LAC Process**

* To manage the EHCP and LAC processes for all pupils under the direction of the Assistant Head.
* To ensure the EHCP clearly details the needs of the child/young person and has clear actions targets and outcomes.
* To be responsible for ensuring paperwork is completed within statutory deadlines in accordance with SEND reform guidance.
* To set dates for EHCP, CIN, CP and LAC meetings, advising SLT, teaching staff and multi-agency staff of these dates.
* To be responsible for liaising with teaching staff and monitoring responses for attendance at EHCP, CIN, meetings.
* To be responsible for parental attendance and ensuring we have a high level of attendance and engagement with the EHCP process.
* To collate parent responses and follow up responses as directed by the Assist Headteacher.
* To keep an accurate record of parental attendance and collate as a report at the end of each year.
* To be responsible for ensuring all reports are completed on time and to chase up any missing reports from teaching and multi-agency staff.
* To be responsible for ensuring all reports are grammatically correct and are checked for errors not of a factual content.
* To inform the Assistant Headteacher of any concerns regarding the quality of the reports after the agreed protocols have been followed.
* To collate all parts of the EHCP before passing to Headteacher for signing.
* To attend EHCP meetings, to take minutes for completing of EHCP Summaries.
* To be responsible for setting up and managing computer records for all pupils in relation to EHCP including class updates each September.



* To maintain an accurate log of EHCP process detailing the progress of reports sent out to parents.
* To keep a log of provision up to date for all students
* To keep account of funding spent on individual pupils

**Administration:**

* To take notes/minutes of meetings as required.
* To respond to queries from staff and pupils.
* To undertake general administration duties, including produce letters, photocopying, filing, emailing and scanning.

**Other Responsibilities**

* To be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise.
* To be committed to the principles of on-going professional development and to undertake appropriate training as required.
* To undertake any other duties and responsibilities commensurate with the salary.

We expect all staff at Elms Bank to share our core values.

**Aspiration**

1. To be an active participant in our school community. We expect our staff to be an active member of our community and to embrace school life.
2. To share and receive productive feedback. To have the ability to receive and share productive feedback.
3. To collaborate as a team; with a positive attitude. To work positivity as a team promoting a positive attitude.
4. To celebrate all successes. To positively celebrate all successes at Elms Banks
5. To reflect on our work to ensure we always keep on learning. To be open to learning, to reflect on our knowledge and strive to be better.
6. To know all our young people’s needs and work to meet them. To understand the needs of our students and actively work to be meet them

**Integrity**

1. To be professional in demeanour and appearance. To act in a professional manner at all times.
2. To be open, honest and responsible. To be open, honest and responsible in our role at Elms Bank
3. To take ownership – be solution focused. To take ownership of work and solve any problems when necessary.
4. To share concerns with the correct person within the school. To bring any concerns to your line manager or designated person at Elms Bank.
5. To be committed to Elms Bank’s vision and values in our daily work. To be committed to the vision and values at Elms bank and bring this into your work at Elms Bank.



**Resilience**

1. To understand the school exists to serve the young people and families of its community. To understand that Elms Bank exists to serve the young people and families of its community
2. To manage our own personal well-being. To look after yourself.
3. To be aware of other’s well-being. To support each other, demonstrate compassion and empathy.
4. To embrace change. To positively embrace change.
5. To focus on successes and learn from mistakes. To understand that mistakes can be made to learn from them and embrace success.

**Other**

1. To work flexibly to meet the changing needs of the Trust
2. Be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
3. Attend events or meetings out of normal working hours as required
4. Undertake other tasks as reasonably requested by the School Business Manager
5. Follow school ethos and values of aspiration, integrity and resilience
6. To keep professional knowledge up to date by attending briefings, undertaking training and keeping abreast of DFE requirements, legislation and procedures



**Person Specification**

**SEND Administrator**

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| **Criteria** | **Essential** | **Desirable** |
| **Experience, Qualifications and Training:** On their application form, candidates will demonstrate that they have the following training, qualifications and school experience: | | |
|  | * GCSE Maths and English at Grades C or above (or equivalent) * Previous experience of working in a school environment, dealing with members of the public |  |
| **Ability, Skills and Knowledge:** In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge: | | |
|  | * Knowledge of recent SEND reforms, Code of Practice and EHCP process. * Possess excellent communication skills * Ability to maintain strictest confidentiality and integrity at all times. * Ability to be flexible in order to create effective solutions * Ability to deliver a high standard of service * Ability to deal with situations under pressure in a tactful, calm and confident manner * Effective written and verbal communication skills to liaise with a wide range of people at all levels * Possess good numeracy and literacy skills * Demonstrate ability to use Teams and Outlook * Excellent time management skills with the ability to plan and prioritise own workload to meet deadlines * Excellent personal and office organisational skills and ability to maintain effective administrative systems. | * Knowledge SIMS and tracking systems |



**Person Specification**

**SEND Administrator**

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| **Criteria** | **Essential** | **Desirable** |
|  | * Ability to act on own initiative and be proactive when solving problems * Demonstrable ability to operate various software packages, e.g. Microsoft Word and Excel, and information technology systems * Have the ability to relate well to children and adults * Be able to work constructively as part of a team, understanding school roles and responsibilities and your own position within these. * Have the ability to identify your own training and development needs and co-operate with the means to address these needs |  |
| **Personal style and behaviour:** In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour: | | |
|  | * Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work. * Self-motivation and personal drive to complete tasks to the required timescales and quality standards * The flexibility to adapt to changing workloads demands and new school challenges * Personal commitment to ensure that services are equally accessible and appropriate to meet the diverse needs of the service users |  |