



Kingsholm Church of England Primary School & Nursery Job Description

Job Title: SENDCo Administrator 30 hours per week TTO plus INSETS

This document summarises the full range of responsibilities of the Post Holder and provides a framework for professional development. The specific nature of the responsibilities to be undertaken by the successful candidate will be modified over time to meet the needs of the school and of the Post Holder.

Purpose of the Job

To provide efficient and effective administration support for the school's SENDCo. They will ensure that the school's systems and processes for SEND are professionally delivered and well administered.

The post holder will provide administrative support for pupil meetings, collation of paperwork, making referrals and other processes that link to the special educational needs of pupils.

This post is initially fixed term for 1 year (September 2026 to August 2027), however may lead to a permanent position.

Report to: SENDCo

Line Management Responsibilities: None

Salary: Grade 4

Main Responsibilities and Tasks

- Become familiar with the requirements of Local Authority expectations and paperwork for SEND
- Support and coordinate the school referral process for pupils with SEND
- Maintain up to date records for all SEND pupils both electronically and printed
- Deal with all SEND related correspondence, both electronic and printed
- Complete referrals for pupils as directed, with relevant information
- Conduct parental My Assessment meetings and collate all information that is required for this aspect of the graduated pathway
- Meet with pupils to complete assessments and to collect their views if required
- Provide administration support to assist with the annual review process, schedule annual reviews, invite relevant professionals, prepare paperwork and assist the SENDCo in collating relevant documents
- Minute take meetings if required
- Work with the wider staff teams to ensure all pupil records are complete, updated and purposeful - review and update My Plans & My Plan + under the direction of the SENDCo
- Liaise with relevant stakeholders on behalf of the SENDCo to organise and maintain a schedule of meetings and events

- Produce templates, forms and resources as directed
- Manage data in school
- Assist with requesting orders for Inclusion team
- Participate in any relevant training
- Carry out any other duties related to the post as and when required

Knowledge & Understanding

- Gain an understanding of the school's processes, policies and procedures
- Understand the meaning of confidentiality and ensure all relevant documentation remains confidential
- Know how to use ICT to advance administration skills and be willing to learn new programs
- Gain an understanding of the legal definition of Special Education Needs and Disabilities (SEND) and be familiar with the SEND Code of Practice
- Work as part of a team liaising, advising and consulting where appropriate
- Identify personal training requirements and attend relevant internal and external courses

Personal Development & Wellbeing

- Support the school's drive for high standards by following the school's vision
- Support and contribute to the school's commitment to enable all pupils to be healthy, stay safe, enjoy and achieve, make a positive contribution; and achieve economic wellbeing
- Maintain high expectations of all pupils, respect their social, cultural, linguistic, religious and ethnic backgrounds
- Demonstrate the ability to liaise sensitively and effectively with parents and carers recognising their roles in children's learning

Environment and Supervision

- Ensure that the personal working environment is clean and tidy, well-presented and welcoming
- Work alongside the Inclusion Team
- Support with the supervision of pupils if needed as an active part of the Inclusion Team

The duties and responsibilities listed above describe the post as it is at present. This role will be reviewed annually as part of the performance appraisal process and the post holder will be expected to accept any reasonable alterations that may from time to time be necessary

Job description reviewed: 03/06/2026