

**Post title EHCP Administrator**

**Salary and grade: Band D (£10.24 per hour)**

**Hours 22.5 per week, days to be mutually agreed**

**Line manager/s: Office Manager, SLT**

# Main purpose of the job:

To provide an efficient, comprehensive and confidential administration assistant service to the Education, Health and Care Planning process.

# Key duties and responsibilities

**Business Support**

* To manage and coordinate calendars and to undertake diary management
* To logistically organise EHCP and associated events including agendas, hospitality, high level administrative support
* To support with executive and administrative support by:
  + organising and facilitating meetings including transcribing notes
  + preparing and tracking actions and follow up on outstanding actions in advance of meetings
* To ensure confidentiality, where appropriate is a high priority
* Receive, filter and redirect enquiries as appropriate
* To display excellent interpersonal skills when dealing with a range of stakeholders
* Liaising with external agencies in a professional manner
* To have compliance with, policies and procedures relating to child protection, health safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

**Working to developing self and working with others**

* To behave with all staff in a manner which creates and maintains a positive culture
* To acknowledge the responsibilities and celebrate the achievements of individuals and teams
* To develop and maintain a realistic culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory
* To regularly review own practice, set personal targets and takes responsibility for own personal development

**Support for the school:**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
* Contribute to the overall ethos, work and aims of the school.
* Appreciate and support the role of other professionals.
* Attend and participate in relevant meetings as required.
* Participate in training and other learning activities and performance development as required.
* To undertake other duties and responsibilities as required from time to time commensurate with the grade of the post.

**Safeguarding**

Nexus Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## **Information for Candidates**

**Closing Date: Friday 1st July @ 12 noon**

**Interview Date: tbc**

**How to Apply:**

Your statement in support of your application, as a guide, should be around 2 pages long and should address the selection criteria detailed in the Person Specification.

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete this form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job. Please ensure you read the Advertisement, Job Descrip tion, Person Specification and other accompanying information carefully be- fore you start. All parts of the application form must be completed.