



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

Visits are warmly welcomed, or alternatively you may like an informal and confidential conversation about the role.

Please contact school on 01709 512088 if you have any questions.

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

Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed.

This post involves working with children and therefore if successful you will be required to apply for a disclosure of criminal records check at an enhanced level and a barred list check. Further information about the Disclosure and Barring Service and can be found at www.gov.uk/disclosure-barring-service-check.

We are an equal opportunities employer committed to recruiting and retaining a diverse workforce.

To apply please complete an application form which can be found on our vacancy page - [Kelford Vacancies](#)

Completed application forms are to be returned via email or post to Megan Theaker on kelford.vacancies@nexusmat.org or postal address: Oakdale Road, Kimberworth, Rotherham S61 2NU.

All candidates are advised to refer to the job description and person specification before making an application.

We reserve the right to close this vacancy early should we receive an overwhelming response.