

Post title:	EHC Coordinator
Salary and grade:	NJC 7-11 £26403-£28142 Actual salary £18,690.69- £19,921.73
Location:	Bader Academy, Chappell Avenue, Edenthorpe, Doncaster DN3 2EW
FTE:	30 hours per week, term time only
Line manager/s:	SENCO & Assistant School Resource Manager



Main purpose of the job:

To provide high quality clerical and administrative support to the Academy's SEND Team, and wider school environment. In particular, to ensure effective office systems, processes and services to all Academy staff and other users.

To advise the Academy Leadership Team and Governing Body on administrative matters in line with current legislation / regulations, whilst ensuring organisation, maintenance and monitoring of relevant systems to ensure the effective delivery of service to school.

Key duties and responsibilities

- To complete any administrative support for annual reviews and other processes related to Educated Health & Care Plans, as delegated by each campus SEND Team.
- To complete any SEND administration as directed by the SEND Team.
- To represent the school effectively and provide excellent customer service in relation to requests or advice for parents and carers, colleagues, outside agencies and members of the general public.
- To answer the telephone and deal with enquiries regarding SEND EHCP reviews ensuring that accurate lines of communication are in place.
- To monitor emails, ensuring that all correspondence is dealt with and distributed to the correct personnel.
- To support effective communication between school and parents and carers.
- To act as front of house staff and provide a professional service to all school users.
- To take receipt of visitors' credentials for the Single Central Register (SCR) to ensure safeguarding and compliance.

- To ensure safeguarding and security protocols are communicated to and understood by all visitors to the school.
- To maintain office and student records.
- To open, accurately record and distribute internal and external post.
- To word process and distribute correspondence to staff and parents and carers and external agencies.
- To undertake and support school colleagues with general administration duties e.g. photocopying, scanning, general typing or data input.
- To maintain a good knowledge and understanding of current developments within school to ensure efficient information is communicated to all.
- To be familiar and comply with all relevant Health and Safety, Operational, Data Protection and Financial Regulations, policies and procedures.
- To attend any relevant training programmes and professional development opportunities.
- To ensure that the school is fully prepared to meet external auditing.
- To contribute to the safeguarding and promotion of the welfare and personal care of the children and young people with regard to Safeguarding and Child Protection Procedures and ensuring that confidentiality is adhered at all times.

Other Duties

- To have professional regard for the ethos, policies and practices of the school, and maintain high standards in your own attendance and punctuality.
- Other such reasonable duties as determined and delegated by the Academy Leadership Team or Nexus MAT CEO consistent with the grade of the post and the experience of the Post holder.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding

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

		Essential	Desirable
	manner		
General	An understanding of and commitment to equal opportunities	•	
	No serious health problems that will likely impair or impact on job performance	•	
	Good attendance record in current employment (not including absences resulting from a disability)	•	