



Responsibility Profile – SEN, Work Experience, and Office Administration

Description

Post Title: SEN, Work Experience, and Office Administration
Salary/Grade: LPT 6

Post Holder:
Location: Kings College Guildford

Job Purpose

- To provide specialist PA support to the SENCOs
- To provide administration support to ensure the smooth running of all SEN and inclusion activities
- To support students and the SEND team by triaging student and parent requests and where possible providing support or referral them on appropriately
- To provide administrative support for the organisation and co-ordination of the work experience process including ensuring appropriate health and safety checks are undertaken
- Other administration duties as applicable

Organisational Relationship

Directly responsible to the SENCOs

Main Duties

The principle accountabilities of the role are set out below but they are not intended to reflect an exhaustive list of duties.

Administration

- Provide comprehensive specialist PA support to the SENCOs, undertaking any tasks as required by the SENCOs including diary management and typing minutes.
- All SEN administration including typing documents, mail merges, letter production and filing of SEN documents.
- Maintain personal knowledge and understanding of Special Educational Needs and the processes followed by Surrey in the application and administration of EHCPs.
- Overseeing all EHCPs administration including liaising with professionals and families to organise meetings.
- Ensure effective process for completion of Pupil Passports.
- Inclusion administration including EHCP reviews, interventions and provision mapping.
- Administration relating to work experience for Year 10. This includes contacting Year 10 work placements, ensuring appropriate Health and Safety checks are made, and sending out letters to parents.
- Other administrative duties as required from time to time.
- To be forward facing for students and parents when they request support, this may include managing small queries and answering questions or ensuring helping them to access support from the correct member of staff
- Be engaging with students to meet and greet students working closely with the SEND support team and help to support a nurturing and welcoming environment
- Cover reception according to a rota and on an ad-hoc basis when required.

Additional Duties

- To adhere to safety regulations
- To participate in appropriate meetings with colleagues and parents as required
- To participate in the college Performance Management/Staff Appraisal Scheme
- To adhere to and promote college policies on equal opportunities and race equality
- A commitment to safeguarding and promoting the welfare of children and young people

Working Time

This is a part time, permanent post for 35 hours per week, 39 weeks a year (term time only)

General

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

The College will endeavour to make any necessary reasonable adjustments to the Job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment of any employee who develops a disabling condition.

This Job Description is current at the date shown but following consultation with you, may be changed by Leadership to reflect changes in the job which are commensurate with the salary and Job Title.

Updated April 2025



Person Specification

	Essential	Highly Desirable
Qualifications/ Experience	<ul style="list-style-type: none"> ▪ Good standard of education – including GCSEs in English and Maths at grade C+/5+ ▪ Previous extensive experience in a complex administrative/PA role ▪ High level working knowledge of Excel, databases and Word ▪ Excellent communication skills both written and verbal. 	<ul style="list-style-type: none"> ▪ Level 3 qualifications eg A level ▪ Experience of data manipulation in an educational environment ▪ Experience of working within a SEN environment ▪ First Aid certificate
Professional Qualities	<ul style="list-style-type: none"> ▪ Ability to manage competing priorities and meet deadlines in a calm and efficient manner ▪ Ability to design and implement administrative processes ▪ Ability to formulate ideas and solutions ▪ Demonstrate effective verbal and written communication skills ▪ Strong secretarial skills ▪ Committed to safeguarding and promoting the welfare of children and young people 	
Personal Qualities	<ul style="list-style-type: none"> ▪ Vision and personal drive ▪ Dedication and commitment to the role and the School ▪ Attention to detail and accuracy ▪ Ability to work well under pressure ▪ Ability to work proactively in order to support the workload ▪ Able to evaluate own developmental needs and seek learning opportunities to address them ▪ Personal presence, confidence, patience, sensitivity and maturity of approach ▪ A professional approach supported with a due regard for discretion and the need for confidentiality ▪ Ability to respond flexibly and adapt to changing and challenging circumstances ▪ Commitment to the importance of education for all children 	

Training can be provided on specialist areas of the role including the promotion of safe working practices.

Updated April 2025