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## Role Description

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<b>Role Title: SEND Admissions Administrator</b>	<b>Pay Grade:</b> £23,088 - £23,191 (Grade 5) – pro rata for part time
<b>Normal Place of Work:</b> Ashley Down Centre	<b>Line Manager:</b> Head of Additional Learning Support
<b>Normal Working Hours:</b> Full time (37 hours a week)	<b>Responsible For:</b> N/A

### ROLE PURPOSE

#### The post holder is responsible for:

- a) To ensure a high level of service to all learners, staff and external agencies by working as part of the Learning Support Team.
- b) To provide comprehensive administrative support to managers in the Learning Support Team. To provide an administration service that supports staff to manage student data, maximise funding and facilitates timely resolution of queries
- c) To support with receiving and recording information for students with an EHCP. Assist with the administration for the High Needs funding panel
- d) To be a key contact with feeder schools/providers to ensure that key information is received timely in relation to enabling smooth transition.
- e) To manage the application process for students with an EHCP, SEN or from an Alternative Learning Provider (ALP).
- f) To work closely and collaboratively with other ALS colleagues, teachers and relevant college staff

### PRINCIPAL ACCOUNTABILITIES

- Work cohesively with admin colleagues to monitor the Learning Support email account and main contact number
- Triage queries through to the correct staff member to resolve within a timely manner
- To be a key contact with feeder schools/providers to ensure that key student information is received timely for colleagues to facilitate smooth and effective transition for high needs students.
- Information sharing with identified colleagues/high needs consult panel to aid further discussion regarding agreed support packages and decision making.
- To support admin colleagues with uploading key information to high needs consult panel.
- Provision of information to feeder schools and partner agencies regarding curriculum courses.
- To support with processing the application process for students with an EHCP, SEN or from an Alternative Learning Provider (ALP) within a timely manner.
- To be a point of contact for schools and feeder providers, gathering information to support the transition process for potential students, providing schools with transition forms.
- Booking in tours in collaboration with the centre based Learning Support Team Leader and working alongside School Liaison team.

- Be informed of current practice, legislation, and guidance around additional learning support in Further Education, including Education, Health and Care Plans and the Code of Practice.
- Work collaboratively with the Head of ALS/finance colleagues to provide data regarding prospective student numbers to aid future planning.

### Key Relationships

All posts within the College require a high degree of team working. In particular, the postholder will need to develop and maintain key relationships, including:

• ALS Admin Staff	To work closely with the ALS team to ensure all processes are followed and any additional duties are completed in a timely manner.
• Head of Additional Learning Support Learning Support Team Leaders	To liaise closely with key staff to ensure the smooth running of processes, and relevant student information is being collated and recording appropriately.
• Local Authorities / external professionals/feeder schools	To work collaboratively with linked local authorities to ensure the college has up to date information regarding students and the college is receiving consult
• Learner Services	To work collaboratively with learner services to ensure students who are high needs or have an EHCP that apply for the college, are first seen by ALS to ensure we can meet the needs of the learner.
• School Liaison Team	To work collaboratively with the School Liaison Team regarding booking of tours/visits to the College.

### Generic Responsibilities

- To represent and promote the College brand values internally and externally; acting as an ambassador for business development on behalf of the College
- Promote the College's student first ethos, ensuring that the student experience is uppermost in policy and decision making
- To actively promote and act, at all times, in accordance with College policies, including, but not limited to: Health and Safety, Equal Opportunities, Prevent and Safeguarding, the Staff Code of Conduct and the College's Financial Regulations
- To actively promote and adhere to agreed College values
- To engage in implementing changes, promoting innovation
- To participate in the College Annual Appraisal Process, contributing to a culture of self-reflection on practice and continuous professional development
- To facilitate the achievement of the College's quality objectives including those from external bodies
- To undertake other reasonable duties commensurate with the level of post

### Values

To role model the College values of: inclusivity, honesty, respect and ambition

### Behaviours

To role model and consistently exhibit: student focus; high expectations and aspirations for all; focused on progression and employment; pride in what we do and our place in the city; collaborative and continually improving.

## Person Specification

	Essential	Desirable	How assessed*
<b>QUALIFICATIONS</b>			
GCSEs at levels A - C including Maths and English or equivalent.	√		AF/Cert
Level 3 qualification in business, administration or equivalent aligned to aspects of the post, or willing to work towards the qualification		√	AF/Cert
Level 2 ICT or equivalent qualification. In particular Word Processing, MS Databases & Spreadsheets, Word, Excel		√	AF/Cert
A recognised academic qualification or other professional qualification relevant to the role.		√	AF/Cert
<b>KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)</b>			
Excellent organisational and administrative skills	√		AF/IV/AT
Competence in IT	√		AF/IV/AT
Experience in working with a range of different departments and external parties	√		AF/IV
Knowledge of using large business software such as Pro-Solution and Pro-Monitor or willing to work towards	√		AF/IV
Knowledge of Education, Health and Care plans		√	AF/IV
Develop an understanding of the process of high needs funding and EHCP consultation process		√	AF/IV
Experience of producing and analysing data reports		√	AF/IV
Knowledge of GDPR rules and regulations		√	AF/IV
Experience of undertaking measures to assess the quality of processes and procedures		√	AF/IV
Experience of working with people with Additional Support Needs e.g. disability, learning difficulties, mental health.		√	AF/IV
<b>SKILLS AND ABILITIES</b>			
Excellent oral and written communication skills	√		AF/IV
Ability to prioritise, manage workload and work to deadlines.	√		AF/IV
Ability to work to a high level of accuracy	√		AF/IV
Ability to work under pressure	√		AF/IV
Highly motivated and proactive approach	√		AF/IV
Ability to handle sensitive personal information confidentially	√		AF/IV
Good analysis, problem solving and decision-making skills	√		AF/IV
Adaptable and willing to show flexibility in changing situations or working with new practices	√		AF/IV
Able to work flexible hours and occasional work evening and weekends, when required	√		AF/IV

\*Assessment method:

AF = Assessed via application form  
AT = Assessed via test/work-related task

IV = Assessed via interview  
Cert = Certificate checked at interview

**Date**      **16/05/2024**