**People Team**

**Job Description & Person Specification**

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| **Post Title:** | EHCP & SEND Administrator | **Department:** | Student Inclusion & Support |
| **Hours per week:** | 37 | **Weeks per year:** | 52.14 |
| **Contract Type:** | Permanent | **Reports to:** | SENDCo Funding & Delivery |
| **Scale & Spine Points:** | Professional Services | **Location:** | Bournemouth |

**Job Description**

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| **College and Department Overview** |
| Bournemouth & Poole College (BPC) is the largest provider of Further Education and Apprenticeships in the area. The College prides itself on offering students a friendly and supportive environment in order that they develop work skills. The College values are:* A passion for learning and success
* Supportive and caring
* Respectful and considerate
* A champion for equality through learning
* Ambitious and tenacious
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| **Department Overview** |
| The Student Inclusion and Support is a dedicated team within the Student Experience Directorate to help support all aspects of a student’s journey while they are studying at The Bournemouth and Poole College. The Student Inclusion and Support department comprises 3 strands of support; Student Engagement, Student Wellbeing and Learning Support. It is such an exciting time to be joining the Student Inclusion and Support team. We are on a clear path to become an outstanding service to our students. |
| **Purpose of the Role**  |
| To support the business functions of the Student Inclusion team providing excellent customer service to all stakeholders accessing services within the department.* Delivering high quality administrative support for all aspects of an EHCP learner’s journey including;
* Administering pre-entry and consult processes
* Organisation of Annual Review meetings
* Acting as a point of contact for internal and external customers
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| **Key Accountabilities & Duties** |
| 1. Support the EHCP pre-entry and consult process including;
* Recording and tracking enquiries, applications and formal consults
* Attend panel meetings and collate responses and actions
* Communicate with the local authority SEN teams and other external professionals
1. Assist with the planning and organisation of Annual Review meetings including;
* Updating the Annual Review tracker
* Ensure up to date copies of paperwork and information are available for staff
* Communicate with staff, parents, students, external professionals and local authorities to arrange dates and send invitations
* Book accommodation for the meetings
* Taking minutes
* Schedule deadlines for paperwork and ensure documents are finalized and sent
1. Provide excellent customer service and administrations service supporting the business needs of Learning Support including;
* Responding to enquiries in person, by phone and email
* Updating student record systems
* Booking appointments and meetings in staff diaries
* Distributing and checking mail
* Maintaining accurate records and files
1. Attend College Open Events as agreed with Line Manager.
2. Engage in The College’s appraisal process and undertake any training that may be appropriate.
3. Take appropriate responsibility to ensure the health and safety of self and others.
4. Pursue the achievement and integration of equal opportunities throughout all The College’s activities.
5. Undertake such other duties as may reasonably be required of you commensurate with your grade of post, as requested by the line manager, at your initial place of work or at other locations in the College catchment area.

\*The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.  |
| **Equal Opportunities**  |
| The College will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexuality, trade union membership or activity and religious background. The College will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The College aims to provide an open welcoming and safe environment for all its students, employees and visitors. |
| **Safeguarding** |
| The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Successful external applicants will be required to undertake appropriate safeguarding checks as well as providing proof of right to live and work in the UK. All successful candidates will be required to provide proof of their qualifications.  |
| **Further Information** |
| This Job Description and Person Specification are current as at **02/02/2024.** In consultation with you it is liable to variation to reflect changes in the job. If you have any queries relating to your Job Description and/or Person Specification, please discuss with your Line Manager. A copy of this Job Description and Person Specification is held with the People Team. |

**Person Specification**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications:** | Education/training to at least Level 2 standard. Level 2 English & Maths | Relevant SEND qualificationIT QualificationL3 Business Admin or equivalent |
| **Work Experience** | Previous administration experienceExperience using spreadsheets and recording dataCustomer service experience | Knowledge of SEND and statutory EHCP processesUnderstanding of further education sector |
| **Knowledge** | Competent in Microsoft Office applications particularly Excel functions | Working with student databases ie ProMonitor/ProSolution Understanding of KCSIE and safeguarding children and vulnerable adults  |
| **Skills**  | Communication skills including written and verbalAbility to multi-task and respond to enquiries in an efficient manorExcellent organisational and communication skills Ability to work in a busy environment and to meet deadlinesFlexible and positive attitude |  |
| **Other Requirements** | Attendance at college events ie open evenings including outside of normal working hours | Ability to be able to travel between sites |