



Current Vacancy – Brunel School Paignton – SENCO Administrator/Assistant

- Supporting the SENCo with daily administrative duties
- To liaise with colleagues, parents and carers, external professionals
- Working with the SENCo to manage the provision for all pupils care (including recording Pupil Premium spending)
- Typing, photocopying, emailing as required
- Filing in line with GDPR principles
- Updating pupil records and profiles
- Maintain appointment diary / reminder systems and other required records.
- Other clerical tasks as prescribed by the SENCo.
- Arranging and typing all correspondence and arranging visits to the school as necessary.
- Maintain appointment diary / reminder systems and other required records.
- Responding to queries and sharing information with relevant parties as directed.
- General assistance with the maintenance of the school's MIS data.
- Minuting meetings as required.
- Ensuring such work of a high standard and that confidentiality is maintained.
- Identifying pupils eligible for pupil premium funding and keeping accurate records of spending of such funding.
- Producing data on all pupils as and when required
- Working with the SENCO to deliver interventions, either one to one or in small groups.

Key Requirements:

- A flexible approach combined with patience, tolerance, stamina and humour
- Experience of working with/willingness to work with young people with challenging behaviours
- Able to communicate well with pupils and adults
- A understanding of and experience of administration around EHCPs and the APDR cycle.
- A commitment to safeguarding.

