

JOB DESCRIPTION

Post:	Lead SEND/ALS Administrator
Responsible to:	SENCo
Pay Band:	4

JOB PURPOSE

The main purpose of the position is to administer and prepare the High Needs Support claim for commissioning bodies and oversee the administration of the AEB ALS claim. The role will also support management in the administration of additional learning support in general.

MAIN TASKS

- Produce and maintain databases of HNS students
- Liaise with staff and external agencies to ensure timely completion of all required tasks
- Liaise with CIT for funding input and ILR report checking
- Keep up to date with the ESFA ALS funding guidance
- Accurately update the databases associated with HNS students
- Liaise with teams of staff to ensure consistent approaches in the delivery of services
- To complete tasks following agreed procedures, to a high standard, and to meet deadlines
- To prioritise work according to guidance from college management
- Help develop team processes and systems
- Work flexibly to meet business needs

Other Duties Applicable to All Staff Working at Abingdon and Witney College

- Take personal responsibility at all times for ensuring the welfare of students, apprentices and visitors by ensuring their access to the support, services and resources available. It is expected that all members of staff will play a part in ensuring that all students are safe, happy and complete their programmes successfully.
- Comply with College procedures in relation to Safeguarding and the Prevent agenda.
- Participating in a programme of personal development.
- Keeping abreast of developments in your area.
- Adhering to the Health and Safety policies and procedures in force within the College, with particular regard to your own safety and that of other people using the College.

- Adopting high standards of customer service.
- Staff must abide by any College policies in relation to dealings with staff and students, e.g. communications, equal opportunities and employment policy.

As a term of your employment you may be required to undertake such duties as may reasonably be required of you, commensurate with your grade, at any of the College sites.

The College reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post.

PERSON SPECIFICATION

It is **essential** that the post holder has:

	Essential criteria	How assessed
1	Level 3 qualification or equivalent standard	Application form, interview
2	Level 2 or above in literacy, numeracy and IT	Test at interview
3	A good working knowledge and application of EXCEL	Application form, interview
4	Excellent interpersonal skills with a range of people – students, staff and external stakeholders	Application form, interview
5	The ability to work under pressure and to deadlines	Application form, interview
6	A flexible attitude to working hours	Application form, interview
7	Good organisational skills and the ability to work methodically	Application form, interview
8	An ability to work quickly and accurately, following agreed procedures	Application form, interview
9	An ability to pay close attention to detail	Application form, interview
10	Evidence of working in a team environment	Application form, interview
11	Excellent numerical skills	Application form, interview
12	Familiarity with a wider range of IT applications	Application form, interview

It is **desirable** that the post holder has:

	Desirable Criteria	How Assessed
1	Ability to travel between campuses	
2	An understanding of special educational needs in general	

CONDITIONS OF SERVICE

Salary:	As detailed on the job advert
Payment:	Monthly payments direct to bank via BACS
Hours:	As detailed on the job advert
Holidays:	24 days per annum, rising to 29 days after 5 years plus public holidays (pro rata for part time positions)
DBS:	All employees undergo a Disclosure and Barring Service (DBS) check. Copies of the Disclosure and Barring Service Code of Practice and the College's policy on the 'Secure Storage, Handling, Use, Retention & Disposal of Disclosure and Barring Service (DBS) Disclosures and Disclosure Information' are available on request.
Pension	Employees are automatically opted into the Local Government Pension Scheme (LGPS) however, they may opt out if they wish

These details are for broad information only and must not be taken as a complete or authoritative statement. They do not constitute a full contract of employment.

SAFEGUARDING AND PREVENT - Abingdon & Witney College is committed to:

- ensuring the well-being of all young people and vulnerable adults in its care
- ensuring all students, staff and stakeholders are aware of the need to prevent people from being drawn into terrorism

EQUAL OPPORTUNITIES - Abingdon & Witney College aims to be an equal opportunity employer. We are committed to the policy that staff recruitment shall be carried out in accordance with equal opportunities practice and legislation and that appointments shall be made only on the basis of job- related criteria.



Abingdon and Witney College is committed to good practice in employing people with disabilities. To this end the College will:

- Interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities.
- Ask disabled employees at least once a year what can be done to be sure that they can develop and use their abilities at work.
- Make every effort when employees become disabled to make sure they stay in employment.
- Make sure key employees develop the awareness of disability needed to make this commitment work.
- Review these commitments annually.