

# North Ridge Community School



**Post title:** Education Health Care  
Plan Administrator

**Grade:** Grade 5 Pt. 4 - 6

**Line manager/s:** Head of School

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## Main Purpose of the Job:

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The management and administration of the annual review of EHCP's of all pupils.

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## Key Duties and Responsibilities

### Specific Roles and Responsibilities

- To produce and manage all paperwork and meetings for all Educational Health Care Plans, attending all meetings and complete paperwork before, during and after, sending to relevant professionals and families. This includes collating information from everyone involved with each child.
- To manage bookings for the meeting rooms and ensure these are available for Annual Reviews
- To deal with queries and provide information and advice about the school and school activities for stakeholders by various methods of communication, presenting a positive image of the school.
- To liaise with Transport Supervisor re agreed travel arrangements for pupils.
- To be aware of and comply with the procedures relating to child protection, health and safety, confidentiality and Data Protection, reporting all concerns to an appropriate person.
- To contribute to the overall ethos, work and aims of the school.
- To attend and participate in relevant meetings/training courses as required.
- Liaise, advise and consult with other members of the team supporting the children as appropriate.
- To have professional regard for the ethos, policies and practices of the school in which you support, and maintain high standards in your own attendance and punctuality.
- Other such reasonable duties as determined and delegated by Executive Head, Head of School, Senior Leadership Team or Nexus MAT CEO consistent with the grade of the post and the experience of the post holder.

## **Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

## **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

## **Safeguarding**

Nexus Multi Academy Trust School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## Person Specification

		Essential	Desirable
<b>Qualifications, Skills &amp; Knowledge</b>	Minimum Level 2 in English and Maths	•	
	Minimum of 5 GCSEs A*-C or equivalent, including Maths and English		•
<b>Experience</b>	Experience of supporting children and young people with Special Educational Needs and Disabilities		•
	First Aid or willingness to undertake training		•
	Experience of working in a school/academy office and handling confidential data		•
	Experience of using school office systems		•
	Knowledge of EHCP plans		•
	Experience of minuting meetings		•
<b>Personal Effectiveness</b>	Good communication skills	•	
	Good interpersonal skills	•	
	A team player with a collaborative approach	•	
	Ability to manage own time, prioritise tasks and proven organisational skills	•	
	Positive, ambitious and forward looking	•	
	Resilient and easily adaptable to change	•	
	Honesty and integrity	•	
	Passionate and enthusiastic about making a difference	•	
	Child-centred and committed to achieving the best outcomes for pupils	•	
	Ability to form respectful and trusting relationships with a range of people including parents and carers	•	
<b>General</b>	The flexibility to meet the full range of job requirements	•	
	A commitment to safeguarding and promoting the welfare of children and young people	•	
	Commitment to the school's aims and values	•	
	Demonstrate a firm commitment to the concept of Multi-Academy Trust and desire to see the Trust flourish and expand in a sustainable manner	•	
	An understanding of and commitment to equal opportunities	•	
	No serious health problems that will likely impair or impact on job performance.	•	
	Good attendance record in current employment (not including absences resulting from a disability)	•	

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