



Chaffinch Brook

**School Administration & EHCP Officer
5 days per week
(3 days School Administrator / 2 days
EHCP Officer)**

**Job Description and Person
Specification**

October 2025

Job Description and Person Specification

Post:

School Administration & EHCP Officer (5 days per week)

(3 days School Administrator / 2 days EHCP Officer)

Responsible to:

Headteacher / Deputy Headteacher

School:

Chaffinch Brook (part of The Beckmead Trust)

Type of School:

SEN Provision (KS1–KS4)

Grade Range:

Outer London NJC Grade 5 – SCP 13–15

Hours:

5 days per week, 47.4 weeks per year (Term time + INSET days + 1 week)

Location:

Lower Site: Morland Road, Croydon CR0 6NA (2 days)

Upper Site: Monks Orchard Road, Beckenham BR3 3BZ (3days)

Role Purpose and Dimensions

To provide comprehensive administrative, organisational and EHCP coordination support across the school to ensure smooth and effective operation.

The postholder will:

Manage day-to-day administrative functions including admissions, records, HR, finance support, communications, and health & safety.

Lead the scheduling, coordination, and completion of **Education, Health and Care Plan (EHCP)** annual reviews in line with statutory deadlines.

Work collaboratively with leadership, teaching, support and therapy staff to maintain efficient systems and compliance.

Liaise professionally with parents, carers, and multi-agency professionals to support the educational and pastoral needs of pupils.

The postholder must be flexible, proactive and committed to the inclusive ethos, safeguarding, and diversity values of the Beckmead Trust.

Key External Contacts

Parents and carers

Local Authority SEN teams

Multi-agency professionals (social care, therapists, EPS, health services)

School visitors and governors

Key Internal Contacts

Leadership Team

Teaching and Support Staff

Therapy and Safeguarding Teams

Premises and Central Trust Staff

Main Duties and Responsibilities

School Administration (3 days per week)

Core Responsibilities

Maintain the school's Management Information System (MIS) ensuring accuracy of pupil and staff records.

Manage school communications including email inboxes, newsletters, and website content.

Support admissions and pupil transition processes.

Provide administrative support for safeguarding, finance, HR, and health & safety compliance.

Coordinate school calendars, meetings, and key events.

Support financial processes such as petty cash, purchase orders, and procurement in collaboration with the Central Trust Finance Team.

Liaise with parents and visitors, providing a professional first point of contact for the school.

Support production of key pupil documentation including reports, risk assessments, behaviour and medical plans.

Assist with organisation of school trips, transport, catering records, and training logs.

Ensure all administrative procedures comply with GDPR and Trust data protection policies.

EHCP Coordination (2 days per week)

Core Responsibilities

Coordinate, schedule and communicate all **EHCP Annual Reviews**, ensuring statutory deadlines are met.

Liaise with parents/carers, staff, and external professionals (e.g. Educational Psychologists, Social Workers, SEN Officers).

Prepare, collate, and distribute all paperwork required for EHCP meetings.

Take accurate minutes at annual review meetings and ensure timely submission of documents to the Local Authority.

Maintain and update records of EHCPs, SEN data and reports on the MIS.

Produce, proofread, and quality-check EHCP review documentation for legal accuracy.

Monitor progress on post-review actions and track completion.

Support the SEN and leadership team in analysis of EHCP data and outcomes.

Ensure adherence to the **SEN Code of Practice** and statutory compliance.

Data, Compliance and Communication

Support data collection and analysis for attendance, safeguarding, pupil progress, and EHCP monitoring.

Ensure all information is handled confidentially and in line with Data Protection and GDPR requirements.

Contribute to reports for SLT, governors, and the Trust.

Manage school newsletters, correspondence, and communication channels to ensure professional and consistent engagement with stakeholders.

Safeguarding, Equality and Wellbeing

Uphold and promote the school's safeguarding, child protection, and wellbeing policies.

Support the Designated Safeguarding Lead with record keeping and administration of referrals.

Promote equality, diversity and inclusion in all aspects of the role.

Ensure compliance with health and safety policies and support risk assessments.

Teamwork and Professional Development

Work collaboratively with all colleagues to maintain the school's positive and professional ethos.

Participate in relevant training, supervision, and performance reviews.

Support initiatives related to staff wellbeing and school improvement.

Be proactive in suggesting and implementing process improvements.

Environmental Responsibility

Support the Trust's Green Commitment by promoting sustainability, recycling, and efficient use of resources.

Person Specification **Qualifications**

NVQ Level 3 (or equivalent) in Business Administration or relevant discipline.

English and Maths qualifications (GCSE Grade C/4 or above).

Knowledge of SEN legislation and EHCP processes desirable.

First Aid and Health & Safety training desirable.

Experience

Proven experience in a senior administrative or school office role.

Experience coordinating statutory or legal documentation (e.g. EHCPs, safeguarding).

Experience working in an SEN or alternative provision environment desirable.

Familiarity with school MIS systems and LA SEN processes.

Experience working with parents, multi-agency professionals, and external stakeholders.

Knowledge, Skills and Abilities

Strong knowledge of administrative systems and data management.

Understanding of the **SEN Code of Practice** and annual review process.

Excellent IT skills (Word, Excel, MIS, email systems).

Strong written and verbal communication; able to write clearly and professionally.

High attention to detail and accuracy in document production.

Ability to prioritise workload and meet deadlines.

Knowledge of HR, finance, and data protection procedures.

Confident dealing with sensitive or challenging situations.

Personal Qualities

Commitment to safeguarding, equality and inclusion.

Professional integrity, discretion, and confidentiality.

Calm, approachable, and resilient under pressure.

Flexible and adaptive to change.

Collaborative and team-oriented approach.

Commitment to professional development and continuous improvement.

Special Conditions

Enhanced DBS clearance required.

Willingness to undertake physical intervention training and First Aid if required.

Ability to work flexibly across both sites as needed.
