

Vacancy for EHCP Administrator Riverwalk School & Warren School

Days: 5 days per week 39 weeks per year
Hours: 30 hours per week
Venue: Riverwalk School / Warren School (1 day per week each) – remote working permissible
Salary: Starting point 16 – 21 £14.85 per hour but dependent on experience

Details: We are looking to appoint an EHCP administrator to support both Riverwalk and Warren Schools with the administration of the EHCP procedures. You will manage the administration and support the school's Annual Review procedures to ensure that Education Health & Care Plans accurately reflect the needs, outcomes and provision for each learner. Support the multi-agency impact in the classroom so that staff are able to create learning environments that lead to the best possible outcomes for each individual's educational development. We are interested in applicants who are dynamic and friendly, with a passion for improving outcomes and life experiences for our pupils in the school with SLD and PMLD needs.

The Consortium Trust is committed to safeguarding and promoting the welfare of children and young people. All successful applicants will be required to undertake an enhanced DBS check and this will include social media checks.

We can offer:

- Competitive salary
- Full support and training from a wider team
- Wide range of staff benefits
- Extensive wellbeing support package
- Opportunity for career progression within the Trust

Requirements: We are looking for an experienced administrator who:-

- Relevant qualification such as NVQ4, HNC/D or degree, or equivalent knowledge
- Experience in an administrative environment
- Ability to use general office equipment
- Ability to prepare a range of documents including those for external agencies
- Ability to write reports
- Understanding a range of organisational procedures, and the ability to disseminate to other staff
- Ability to analyse, monitor and evaluate and make recommendations.
- Knowledge of a range of school's procedures such as management of EHCP in line with the School Curriculum
- Knowledge and understanding of all the agencies working with learners at School.
- Broad knowledge of the organisation of LA Education
- Understanding of responsibilities, committees and decision making
- Good understanding of current legislation and its impact on the school
- Knowledge of school's computerised systems, such as Arbor and My Concern etc
- Experience of spreadsheets and word processing
- Ability to design and set up spreadsheets/databases

Desirable but not essential:

- Knowledge of school-based software
- Experience of working in a school/nursery environment.

Qualifications: Essential: Grade C /4+ level (or equivalent) Numeracy and Literacy.
Essential: Has a basic level of computer literacy.

Line manager: Academy Head

Start date: ASAP

Closing Date: 5th February 2025

Interview Date: 12th February 2025

For further information, please contact Liz Frere-Smith at Central Trust Office on 01473 355452 or l.frere-smith@consortiumtrust.org.uk