

Post title:	School EHCP Co-ordinator
Salary and grade:	Grade E (7-11) FTE – £26,403 - £28,142 Fixed Term 31 st August 2026 37 Hours 8-4pm Monday - Thursday 8 – 3.30pm Friday
Line manager/s:	Headteacher and School Resource Manager

Main purpose of the job:

To work in an efficient way to manage the school's Annual Review and Person-Centred Review process so that all paperwork is completed within statutory timescales.

To work professionally with a range of stakeholders which ensures the smooth delivery of Annual Review and Person-Centred Reviews.

To work in a collaborative and agile way to support the day to day running of the school office and undertake as required daily administration tasks.

To support the Senior Leadership Team on delivery of the school improvement plan.

Key duties and responsibilities

General Office

- To the efficient running of meeting rooms presenting a positive image of the school to all stakeholders.
- To deal with queries and provide information and advice about the school and school activities for stakeholders by various methods of communication.
- To answer the telephone courteously and with sensitivity and confidence, using initiative as required and forwarding detailed messages as appropriate.
- To be aware of and comply with the procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be contribute to the overall ethos / work / aims of the school
- To attend and participate in relevant meetings as required.
- Liaise, advise and consult with other members of the team supporting the children as appropriate.
- Set a good example in terms of dress, punctuality and attendance.

- Undertake other duties as required by the Head Teacher, School Resource Manager and Senior Leadership Team.
- To contribute and support to whole school events

Specific Duties

- To support all staff with daily administration as and when required.
- To produce and manage all paper work and meetings for Educational Health Care Plans, attending all meetings and completing paper work alongside the other EHCP administrator, ensuring the calendar is kept updated, shared appropriate,
- All of the above must be completed within the statutory timescales.

Support for School

- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Attend all relevant meetings on behalf of identified cohort
- Contribute to student review meetings
- To provide cover / support in reception when required.

General

- Participate in training and other professional development as identified through the appraisal process.
- To be familiar and comply with all relevant Health and Safety, Child protection, Management of Risk, Operational, Personnel, Data Protection and Financial Regulations, policies and procedures.
- To identify risks within personal objectives, using resources effectively and efficiently and safeguarding assets.
- To ensure equality of opportunity is afforded to all persons both internal and external to the school, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.
- Work as directed by the School's Resource Manager at one of the other Kelford sites: Kimberworth, The View or Enterprise Works.

Other Duties

- Other such reasonable duties as determined and delegated by the Nexus MAT CEO and Senior Leadership Team 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 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
Qualifications & Experience	Admin qualification level 2 minimum	•	
	Minimum GCSE (or equivalent) Maths and English at grade A-C	•	
	Knowledge of safeguarding systems and processes	•	
	First Aid qualification or willingness to undertake		•
	Experience of working in a school office	•	
	Experience of using school office systems including Bromcom	•	
	Knowledge of EHCP's		
	Evidence of further professional training		•
	Knowledge of Microsoft office including Word & Excel	•	
	Undertake Fire Warden training or willingness to do so		•
Developing Self & Others	Ability to set appropriate and challenging targets for self and others	•	
	Ability to make and take decisions both individually and as part of a team	•	
	An understanding of when to consult or seek advice and when to be responsive to feedback	•	
	Ability to contribute to and share quality practice with the TA's, teachers and admin team	•	
	Commitment to a partnership between staff, parents and students	•	
	Demonstrate ability to work sensitively and effectively with parents/carers and pupils as agreed	•	
Personal Effectiveness	Excellent communication skills	•	
	Ability to work as a member of a team.	•	
	Able to respond flexibly and adapt to changing and challenging circumstances	•	
	Operate calmly and effectively show initiative and self-motivation	•	
	Show commitment to a clear and shared vision for an effective organisation	•	
	Recommend and show a positive attitude to change	•	
	An ability to positively promote the school to pupils, parents, colleagues and other community groups.	•	
	Highly motivated with high expectations, a positive attitude and a good sense of humour	•	
	The ability and willingness to work in partnership with other members of the school team.	•	
	A high level of personal integrity	•	
	An approachable professional who responds well to and offers constructive advice	•	
General	The flexibility to meet the full range of job requirements	•	

		Essential	Desirable
	Able to travel to a range of meetings and events	•	
	A commitment to safeguarding and promoting the welfare of children and young people	•	
	Demonstrate a firm commitment to the concept of Multi-Academy Trust and desire to see the Trust flourish and expand in a sustainable manner	•	
	A commitment to equal opportunities	•	
	To demonstrate success in involving parents, governors and the community in the school where appropriate	•	
	Be committed to staff development.	•	
	Promotion of positive behaviour strategies	•	