



## Job Description

<b>Job Title</b>	EHCP Administrator
<b>Department</b>	Additional Learning Support
<b>Reporting to:</b>	Lead Education Support Administrator
<b>Main Purpose of the role</b>	
The EHCP Administrator provides high quality, efficient administrative support associated with supporting our students with Education, Health and Care Plans (EHCPs).	
<b>Key Tasks / responsibilities:</b>	
<ul style="list-style-type: none"> <li>• Assist the Annual Review Coordinators and ALS team with administrative tasks associated with annual reviews.</li> <li>• Data input and management of the MIS, including recording and submitting relevant documentation.</li> <li>• Occasional preparation of documentations and forms to support collation of information.</li> <li>• Update the AR/EHCP spreadsheets as appropriate.</li> <li>• Check and compare amendment notices following updates to the EHCPs.</li> <li>• Upload EHCP targets onto the college system.</li> <li>• Send reminder emails and monitor responses for upcoming review dates.</li> <li>• Liaise with parents / carers, Youth Support Service, local schools, Local Authority and other stakeholders to gather learner information.</li> <li>• To liaise with all academic and corporate teams as appropriate.</li> <li>• Creating and accurately updating learner review files electronically (using Outlook 365 and internal systems such as Promonitor) and hard copy.</li> <li>• Prioritise workload to ensure completion of work to specific deadlines.</li> <li>• Arrange interim or emergency review meetings when requested.</li> <li>• Triage enquiries mail accounts, responding to emails and filing documents as necessary.</li> <li>• Comply with GDPR</li> </ul> <p><b>General Support</b></p> <ul style="list-style-type: none"> <li>• Support induction and transition processes for learners with EHCPs where required.</li> <li>• Assist the ALS team with wider administrative duties, particularly during peak periods that may be required, commensurate with the grade.</li> <li>• Contribute to continuous improvement of administrative processes to ensure an efficient and compliant review cycle.</li> <li>• Participate fully in training and development opportunities.</li> <li>• Contribute to the college's culture of continuous improvement to minimise bureaucracy and enhance the learner and staff experience.</li> </ul>	

<b>Role Dimensions</b>
<ul style="list-style-type: none"> <li>• No line management or budgetary responsibilities.</li> </ul>
<b>Key Interfaces</b>
<ul style="list-style-type: none"> <li>• Head of Additional Learning Support, Lead Education Support Administrator, Annual Review Coordinators, Additional Learning Support Managers, Learning Support Coordinators</li> <li>• External professionals</li> <li>• Learners with support needs and their parents/carers</li> <li>• Heads of Departments and Faculties</li> <li>• Learning Support Workers</li> </ul>
<b>Supporting College Goals and Values – all roles</b>
<p>In addition to the particular requirements and characteristics of individual roles, all people employed by SGS College are expected to actively support the achievement of the College's goals and, at all times, both internally and externally, to behave in a manner consistent with the College's mission and values.</p> <p>This means:</p> <ul style="list-style-type: none"> <li>• Performing your role and delivering your service in a way that helps the College achieve its strategic objectives and annual development and improvement plans - taking account of available resources and national developments.</li> <li>• Promoting the image of the College as one that is committed to the highest standards of delivery and service.</li> <li>• Sharing the College's commitment to safeguarding and prioritising the welfare of children, young people and vulnerable adults and demonstrating it in your day to day work.</li> <li>• Sharing and prioritising the effective implementation of the College's Equality and Diversity Policy.</li> <li>• Promoting and implementing best practice in Health and Safety,</li> </ul>
<b>Measurable Performance Standards for this role</b>
<ul style="list-style-type: none"> <li>• It is expected that the post holder will respond to all requests within a reasonable timescale and complete tasks to an appropriate standard</li> </ul>
<b>Level of Disclosure and Barring (DBS) disclosure required</b>
Enhanced with barred list checks

<b>Author and Date</b>					
Sarah Taylour & Penny Chislett 29/04/2026					
<b>Job Evaluation (for HR Completion)</b>					
<b>Score</b>		<b>Profile</b>		<b>Level</b>	

As the needs of the College change, so the above job profile, duties and location of the role within the College may be adjusted accordingly.

Where an employee indicates a disability, every effort will be made to make reasonable adjustments. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

# Person Specification

## EHCP Administrator



Criteria	Essential	Desirable	Assessed by
<b>Qualifications and attainments</b>			
Educated to GCSE or equivalent standard – must include English and Mathematics	✓		Application form
Proficient in the use of Microsoft Office (including Excel, Word and Access and mail merge activities)	✓		Application form
<b>Experience and knowledge</b>			
Proficient in Microsoft Office and digital record-keeping systems.	✓		Application form/interview
Knowledge of the Further Education sector		✓	Application form/interview
Knowledge of the EHCP processes		✓	Application form/interview
Experience of all aspects of complex databases including the creation, inputting to, printing and analysing of reports		✓	Application form/interview
Experience minute-taking or producing professional meeting notes		✓	Application form/interview
Strong administrative experience, ideally in education, SEND, or FE settings.	✓		Application form/interview
<b>Skills and abilities</b>			
Strong written and verbal communication skills	✓		Application form/ skills test at interview

Criteria	Essential	Desirable	Assessed by
Excellent telephone manner		✓	Application form/ skills test at interview
Excellent organisational, time management and presentation skills	✓		Application form/ skills test at interview
High accuracy and attention to detail	✓		Application form/ skills test at interview
Ability to work under pressure to extract key information and exercise diplomacy and professionalism at all times	✓		Application form/ skills test at interview
Confidence working with multiple stakeholders and managing competing priorities	✓		Application form/ skills test at interview
Ability to work independently and use own initiative, making decisions as required		✓	Application form / Interview
Flexibility and responsiveness to needs and requests		✓	Application form/ skills test at interview
<b>Essential College attributes</b>			
<b>Initiative:</b> Demonstrating the willingness and ability to use initiative – whether that means deciding on necessary action and following it through - or suggesting ways to work in a better way.	✓		Application form/ interview
<b>Influencing skills:</b> The ability to persuade others.	✓		Application form/ interview
<b>Interpersonal Skills:</b> The ability to communicate and interact with other people in a way that promotes cooperative relationships.	✓		Application form/ interview
<b>Teamwork:</b> The willingness and ability to collaborate and work closely with colleagues in a mutually supportive manner.	✓		Application form/ interview
<b>Circumstances of role (if applicable)</b>			

Criteria	Essential	Desirable	Assessed by
Ability to meet particular conditions of the role e.g. unsocial hours or travelling between campuses	✓		Application form/ interview