

# EHCP Administrator

Hill Park School  
Foredown Road  
Portslade by Sea  
Sussex

BN41 2FU      01273 422855



**LGA Scale 3, £18,795 to £19,171 pro rata.**

**37 hours per week (Monday to Friday 8am until 4pm), term time only.**

**Actual starting salary £16,699. Start date – September 2019**

Hill Park is a special school for pupils aged 4 - 16 years with moderate (MLD), severe (SLD) or profound and multiple learning difficulties (PMLD). Some pupils also have a diagnosis of autistic spectrum condition (ASC), complex medical needs or physical disabilities, attachment disorders and emotional needs.

We are a warm, friendly and welcoming school with a supportive and caring staff, who work closely as a team.

We require an administrator who can support us with the administration and organisation of EHCP's (An Education, Health and Care Plan is a legal document which describes a child or young person's special educational needs, the support they need and the outcomes they would like to achieve) All pupils that attend Hill Park School have an EHCP.

Candidates should be able to provide evidence of:

- Excellent verbal and written communication skills
- Excellent knowledge of a range of ICT packages, including Microsoft Office and Office365 email system
- Knowledge of SIMS (School Information Management System) and previous experience of working within a school office would be advantageous.
- Good organisational and time management skills and able to use their own initiative
- Flexible, adaptable and understand what makes a good team
- Having a positive attitude to pupils with special needs including challenging behaviour
- Confidence to remind staff and parents of deadlines.
- **The role will also include 3 hours per week updating our website.**

We take safeguarding and child protection seriously and all posts at Hill Park are subject to a satisfactory Enhanced Disclosure and Barring Certificate.

Please return the completed application form by email to:

[vacanciesupper@hillpark.brighton-hove.sch.uk](mailto:vacanciesupper@hillpark.brighton-hove.sch.uk)

Application deadline: 9am Monday 3<sup>rd</sup> June 2019

Interview Date: Wednesday 5<sup>th</sup> June 2019