



## **Part-Time Admin Assistant (Education Health Care Plan) Job Description**

Responsible to: Trust Education Health Care Plan (EHCP) Manager

### **Duties & Responsibilities**

- Support Trust EHCP Manager with all administrative aspect of EHCP process
- Schedule dates for the EHCP annual review meetings.
- Inform class teachers of their dates.
- Send invitation and forms for completion to parents via the school's In Touch system.
- Invite relevant professionals.
- Send virtual invitation link to all parties and add to school calendar.
- Preparation of annual review paperwork and distribution to all parties.
- Maintain EHCP spreadsheet.
- Once paperwork has been completed, review and inform relevant member of SLT.
- Once this has been checked and agreed by SLT, submit to the local authority via the local authority's secure site.
- Send full copy of paperwork to parent via school's In Touch system.
- Upload relevant information from review onto Evidence For Learning platform.
- Provide general admin support