

## EHCP Review & Cover Administrator

<b>Job title:</b>	EHCP Review & Cover Administrator
<b>Reports to:</b>	SENCO
<b>Closing Date:</b>	Thursday 10th July 2025 12pm
<b>Interview Date:</b>	Date to be confirmed (16th - 18th July 2025)
<b>Grade/Salary:</b>	£23,500 – £25,119 FTE (H3-H4, depending on experience) - salaries paid pro rata
<b>Hours:</b>	34 hours & 25 mins per week, plus 25 mins per day unpaid break (Monday–Thursday 6.30am to 2.00pm, Friday 6.30am to 1.30pm)
<b>Contract:</b>	Permanent, Term time only, plus inset days (39 weeks) plus holiday/bank holiday pay

### Are you practical, proactive, and eager to make a real difference?

Pinewood School (Ware, SG12) is seeking a dedicated EHCP Review Coordinator to join our friendly team. The EHCP review administrator plays a crucial role in coordinating and managing the annual review process for Educational, Health and Care Plans (EHCPs). This involves preparing paperwork, scheduling meetings, taking minutes/notes and ensuring all relevant parties are informed and involved. They also liaise with various stakeholders, including parents, teachers, and external professionals to ensure the EHCP remains up to date and relevant to the pupils needs.

### What will you do?

- Organise and schedule EHCP annual review meetings
- Paperwork preparation
- minute/note taking
- Communication and liaison
- Record keeping
- Compliance
- Liaising with LA, external professionals/agencies and parents/carers
- See attached job description for more detailed information
- Take telephone calls from staff and record absences
- Organise daily cover in-house and liaising with supply agencies
- Organisation of timetabling staffing needs in school

### What do you need?

- Good communication skills and a proactive attitude
- Basic English and Maths skills (GCSE or equivalent)
- SEN Administration knowledge advantageous, but not essential as full training will be given
- Willingness to learn, train, and develop new skills
- Ability to work independently and as part of a team

### What do we offer?

- Competitive salary or apprenticeship wage
- Excellent CPD and training opportunities
- A supportive staff team and strong leadership

- Staff wellbeing initiatives (Education Mutual)

**Person specification**

**Experience**

- Experience in a similar role (desirable, not essential)
- Experience working as part of a team
- SEN Experience & Knowledge of EHCP (desirable, not essential)

**Personal qualities**

- Reliable, trustworthy, and able to maintain confidentiality
- Proactive, with a problem-solving approach
- Able to work independently and as part of a team
- Discreet and professional at all times
- Flexible and willing to adapt to changing priorities

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### How to apply:

Applications must be made using our Pinewood application form.

Please download an application form and email to [admin@pinewood.herts.sch.uk](mailto:admin@pinewood.herts.sch.uk)

Please note we cannot accept Teach in Herts 'quick apply' application form or CVs.

School visits are warmly welcomed & encouraged prior to application – please contact 01920 412 211 to arrange.

**Interviews** - Applications will be considered upon receipt. We reserve the right to close the vacancy early if a suitable candidate is appointed before the closing date

For more information, visit: [www.pinewood.herts.sch.uk](http://www.pinewood.herts.sch.uk)

### Safeguarding

Pinewood School (Ware, SG12) is committed to safeguarding and promoting the welfare of children. All appointments are subject to satisfactory completion of safeguarding checks.

We are committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.