



Administrative Assistant – Special Educational Needs Department

Start date: As soon as possible after 1st Jan 2026

22 hours per week – days may be flexible (term time only 1 x inset day in Sept).

Point 7-9 £13,488.27 – £13,923.01 Actual salary (FTE £18,658.68-£18,052.65).

An exciting opportunity has arisen to provide administrative support to enable the efficient and effective running of the SEN department. Ofsted assessed Balcarras in 2005, 2009, 2014 and 2025 as “Outstanding” in every category.

The successful candidate will be organised, hardworking, have good interpersonal skills and be able to communicate clearly. They will also be able to develop good working relationships with young people, their families, staff and a range of other professionals. Duties required will be directed by the SENDCo/Assistant SENDCo according to the SEND needs and will include:

- ⇒ General administration support to ensure the smooth running of the department.
- ⇒ Administrative tasks associated with the Education, Health and Care (EHCP) Annual Review process.
- ⇒ Record keeping for the pupils on the SEND register.
- ⇒ Order stationary, books and resources and maintain the supply of kitchen essentials.
- ⇒ Filing of relevant paperwork in student folders (electronically where appropriate).
- ⇒ Admin support for the Clerk to the Appeals Panel for Balcarras School.
- ⇒ Main school reception cover if required.

Staff members at Balcarras School receive priority for admissions for their children for Year 7 entry. If this is something that interests you then please speak to us or view our admissions policy on the Balcarras School website www.balcarras.gloucs.sch.uk

Application

Further information including a job description can be found in the Applicant Pack on the Balcarras Trust website www.thebalcarrastrust.co.uk

To apply, please complete an application form and send completed application forms to jobs@balcarras.gloucs.sch.uk

Closing Date for applications: Wednesday 10th December 2025, 9am.

Interviews will be on a rolling basis as and when suitable candidates apply.

Interested applicants are advised to apply straight away.

For further information about the post, please contact the school at the above e-mail address.

The Balcarras Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. This role will involve regulated activity with children. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion. Please also read the Recruitment Selection and Disclosure Policy within “How to apply” which includes our policy on recruiting ex-offenders. All posts are subject to an enhanced DBS check and receipt of two satisfactory references.