



ADMINISTRATOR SEND

Required for as soon as possible

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“Lord Grey Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.”



Lord Grey Academy

Lord Grey Can



Tove Learning Trust

Tove Learning Trust (TLT) is a highly successful multi-academy Trust with primary, secondary and alternative provision schools across the West Midlands, Northamptonshire and Milton Keynes. We are a cross phase trust providing a high-quality education for over 11,500 children between the ages of 4 and 18. Within our family of schools we have four primaries, nine secondaries and two alternative provision schools.

As an employer of choice, we recognise every colleague is an individual, we value diversity, and work as a team to remove barriers to equity. We know that when you are 'the best you', whatever your role is with the Trust, you will transform students' lives.

The Trust is committed to ensuring that all children achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes.

We aim to have academies that are excellent communities of learning where children thrive on success.

You will have access to a team of school improvement directors specialising in Maths, English, Science,

Humanities, EYFS and SEND & Inclusion. Our outcomes in the vast majority of our schools exceed national expectations and many of our schools are rated Good or better by OFSTED.

Employee Benefits:

- Teacher & support staff pension schemes
- Continuous Professional development (CPD)
- Training School Alliance
- Networking opportunities
- Specsavers eyecare voucher
- Free Flu vaccine
- Employee Assistance Programme (EAP)
- Mediacash - Health Cash Plan:
 - 24/7 GP Appointments & prescription services
 - Dental treatment
 - Optical care
 - Physiotherapy
 - Skinvision - skin health tracker
 - A range of essential healthcare expenses
 - Exclusive discounts on shopping & travel

The Academy is committed to safeguarding children. The successful applicant will require an enhanced DBS check.





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Why work at Lord Grey?

At Lord Grey we have a strong sense of team. Staff support each other well and we have good systems and processes to make working as effective and efficient as possible. We have a strong commitment to supporting staff so that they can manage the very important work that we do. We don't underestimate the responsibility and sometimes stress that comes with working in a busy school environment.

How we support staff at Lord Grey

- No pressure to "put on a show" in lessons. A culture of typicality is reinforced by no lesson grading.
- Visible Leadership Team who are on hand to listen and support.
- Everyone has the highest expectations of behaviour, with all staff reinforcing those expectations.
- A clear system of sanctions which is applied consistently so staff don't have battles with students.
- Excellent pastoral support offered through our year teams.
- Specialised personalised CPD for all staff through the GROW model.
- Time for staff to put new things into action and a very careful approach to avoid initiative overload.
- Regular Staff, Faculty and Pastoral briefings to support good communication.
- Headlines – a weekly whole staff email containing all the important information which reduces the number of emails in your inbox. No emails outside of work hours.
- Comprehensive support for ECTs with dedicated mentors and regular meetings.
- Performance Management is tailored to faculty and individual needs. Data targets are not used punitively but aspirationally.
- We are constantly streamlining all systems and processes so they take less time.
- Open door Principal - no concern is ever too small.
- Countless opportunities to get involved with the wider life of the Academy - Duke of Edinburgh, school performances, sports teams, music etc.
- Contributions of staff recognised through our colleague to colleague recognition awards and student thank you cards.
- There are regular staff wellbeing events organised for staff.

Lord Grey Academy is also in a great location. The Academy is situated on a large site in West Bletchley on the southern side of Milton Keynes. Bletchley itself is the home of 'Bletchley Park', where the WW2 'Enigma' code was broken – this site of historical importance and tourist attraction is just a few minutes' walk from the Academy.

Bletchley is a lively town on the outskirts of Milton Keynes, and offers plenty of accommodation, good shopping and good rail links to London and Birmingham. Milton Keynes is centrally placed with excellent transport links, by both road and rail, to the rest of England. Milton Keynes is one of the fastest growing cities in Europe and has superb shopping, many bars and restaurants and a very good theatre. With excellent cinemas, Xscape and the Snow Dome, MK Dons FC and a range of other leisure options, there is plenty to do in Bletchley and Milton Keynes. For those who prefer the countryside, there are many beautiful Buckinghamshire and Northamptonshire villages on the periphery of Bletchley.





Advertisement

ADMINISTRATOR SEND

Permanent

Hours of Work 8.30am - 4.30pm (4.00pm on Fridays)

37 hours per week, 40 weeks per year

(38 term time weeks, 5 training days plus 5 further days in the Academy holidays)

Tove Learning Trust Band E FTE £25,185 - £25,584

Actual annual starting salary: £22,218 per annum

We are looking to appoint a highly capable and proactive SEND Administrator to support the Academy's SEND function working out of the Inclusive Learning Faculty here at Lord Grey Academy.

The successful candidate will play a key role in providing day to day administrative services to support the SENDCo and the Inclusive Learning Faculty. Due to the nature of the role the successful candidate will be able to work appropriately with confidential and sensitive information.

You will need to be flexible and able to prioritise a busy workload, have good communication skills and office skills. You will need to be ICT literate, particularly with Microsoft applications such as Word and Excel, and you will have experience of Google applications such as Google Docs, sheets, drive and email. You will enjoy working with people from varied backgrounds and cultures and be tactful and discreet, with the ability to maintain confidentiality at all times.

A candidate information booklet and application form are available on the vacancies section of Lord Grey Academy's website:

<https://www.lordgrey.org.uk/vacancies/>

Please note the application form is available on the right hand side of the above link.

Completed application form and covering letter should be submitted to Human Resources at Lord Grey or emailed to hr@lordgrey.org.uk by 9am on Thursday 16 October 2025. Interviews to be held Thursday 23 October 2025

Only successfully short listed candidates will be contacted. CVs will not be accepted.



JOB DESCRIPTION - ADMINISTRATOR SEND

Role:	Administrator SEND
Responsible to:	ILF Administration Co-ordinator
Based at:	Lord Grey Academy
Hours:	37 hours per week, 38 term time weeks, 5 training days and 5 further days during the Academy holidays. (40 weeks per year)
Grade:	Grade E Points 4 - 5

Job Context

The post holder is a key member of the Inclusive Learning Faculty, which is made up of an Assistant Principal, a SENDCo, Assistant SENDCos, an ILF Administrator, Assessment Co-ordinator and a large team of Learning Support Advisors that support the SEND students within the academy. The faculty ensures that everything possible is put in place to enable the SEND students to access the curriculum and make the best progress that they can in their time at Lord Grey Academy.

Key Responsibilities

Under the direction of the SENDCo:

- To provide comprehensive administrative support to the Inclusive Learning Faculty, paperwork for the SENDCo and the SEND team, and acting as an effective link with outside agencies.
- Work with the SEND team, outside agencies, parents and teaching staff to maintain the access arrangements spreadsheet, send out permission to test slips, organise visits from professionals, keep a record of student interventions and support with Year 6 transition arrangements.
- Record and maintain the support strategies for targeted students and then implement the dissemination of information to academy staff/outside agencies.

Job Description

Responsibility area 1 - Administration Support.

1. Assist with maintaining the Learning Support Assistant timetable and distribute to the team. Highlight any absences within the team to the appropriate member of staff in a timely manner and organise cover for the absences to ensure appropriate provision is in place for students.
2. Assist with ensuring that the correct allocation of in-class support is in place for all SEND students in line with statutory requirements.
3. Assist with the review of student information with teaching staff in the preparation of Requests for Statutory Assessments (RSAs). Particularly diarising key dates to collect the data.
4. Provide support to the senior ILF staff with referrals and liaise with external agencies when required.
5. Provide administrative support as directed. This will include minute taking at faculty meetings and multi-professional meetings as requested, arranging meetings, diary-keeping, typing, maintenance of Academy data systems, telephone calls, creation and monitoring of ILF passes, photocopying, filing and general correspondence.
6. Administer the system in place for the monitoring the use of the Faculty's IT equipment and devices for SEND students overseeing the log, delivering training to students in the use of the devices, checking maintenance, organising repairs and advising students of routines.
7. Maintenance and administration of accurate and up-to-date data in the SEND Register, Student Profile and Intranet.



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8. Assist in the maintenance of the SEND student files, archiving files to Registrar, transferring to new settings and general housekeeping to comply with GDPR.
9. Liaise with primary schools for transition into KS3, to obtain information on SEND students (including SEN files, pupil passports)
10. Assist in the accurate maintenance of student data on the school's MIS system and other relevant information systems.
11. Ensure SEND information on the school's information system is accurate for termly census.
12. Order stationery, resources and raise purchase orders as directed by senior ILF staff.
13. To operate and administer the CCTV system, ensuring that GDPR is adhered to at all times.

Responsibility area 2 - Access Arrangements

1. Liaise with ILF staff and Heads of Year to identify students new to the school who have SEND
2. Communicate with previous school to acquire records
3. Distribute relevant information to all staff and update the SEND register.
4. Communicate with parents/carers with regards to outcomes of testing for exam considerations for students and respond to enquiries as appropriate.
5. Communicate with staff regarding the identification of SEND students with entitlement to access arrangements. Informing staff on the outcome of the testing process and ensuring all records are effectively maintained, accurate and accessible.
6. Assist the SEND team as required to ensure correct access arrangements are entered accurately online following the exam board procedures ensuring that deadlines are met and information is updated as necessary.
7. Maintain comprehensive records of students' special arrangements in line with appropriate regulations.
8. Ensure comprehensive archived records are kept to facilitate effective information sharing with Higher Education placements
9. Support in the compilation and distribution of SEND information and other relevant documentation on student progress.
10. Communicate with all stakeholders regarding SEND matters as required by the SEND team.

Responsibility area 3 - Support Strategies for targeted students

1. Assist with the review of the SEND profiles, student records and the academy's "One Page Profiles" to ensure they are updated regularly and distributed to appropriate staff, the data team, parents/carers and outside agencies to optimise student progress.
2. Assist with the support of Annual Review meetings for students with an Educational Health & Care Plan. This includes preparation of paperwork, organisation of meetings and completion of required documents. Collate and distribute in line with Academy and statutory policies.
3. Support students with provision of supplementary resources, including overlays, laptops, etc. as needed
4. Provide first-hand support for students throughout the day as and when necessary.

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.

Signed _____ Date _____





PERSON SPECIFICATION - ADMINISTRATOR SEND

Experience/Knowledge	Essential	Desirable	How evidenced
One year or more experience of working in an office environment.		✓	A
Technical Job Related Skills	Essential	Desirable	How evidenced
Be ICT literate and proficient in Microsoft applications such as Word, Excel and PowerPoint.	✓		A I
Have experience of Google applications such as Google Docs, sheets, drive and email.		✓	A I
Personal Job Related Skills	Essential	Desirable	How evidenced
Have the ability to communicate effectively with people, oral and written at all levels.	✓		A I
Be able to work well with colleagues, managers and job applicants	✓		A I R
Be tactful and discreet, with the ability to maintain confidentiality at all times	✓		A I R
Be able to plan and manage tasks in a timely and effective manner and to work to specified deadlines.	✓		A I
Be organised and have well proven administrative skills.	✓		A I
The willingness to work in a flexible manner.	✓		A I
Education/Qualifications	Essential	Desirable	How evidenced
Have a good standard of education and be both numerate and literate.	✓		A I
Other Requirements	Essential	Desirable	How evidenced
Participate in development and training opportunities.		✓	A I
Commitment to uphold the academy's Equalities Policy, and Safeguarding and Child Protection Policy.	✓		A I
Willingness to be flexible with working hours to respond to the academy's needs.		✓	A I

A – Application form I – Interview R – Reference