

Position	SEN Administrator
Salary / Hours	Single Status Grade 4, Point 9-10 (currently £25,185-£25,583) Point 9 Actual salary £23,053.96. Point 10 actual salary £23,418.28
Closing Date	9am Thursday 26 June 2026 Early applications are encouraged
Interview Date	WB 29 June 2026 The Academy reserves the right to close the application early for the right candidate



Dear Candidate,

Thank you for your interest in joining us at Mulberry Academy Bexhill. We are a school that is proud to be part of our local community and we work hard to serve our local families. We are a happy and supportive team and we ensure that the well-being of all staff members is a priority.

Mulberry Academy Bexhill is part of the Mulberry Schools Trust. We are a larger than average secondary school with approximately 1500 students currently on roll. Bexhill is a beautiful seaside town and is best known for the De La Warr Pavilion and being the home to the first British motor race.

We have recently been judged as 'Good' in all areas by Ofsted (June 2025). The school has undergone significant improvement in the last few years and is now in an excellent position to take this improvement to the next level. We have a team of hardworking, dedicated, caring, passionate and talented staff that are committed to Mulberry Academy Bexhill being the best school it can possibly be. As a staff body we are aligned into providing the very best education and school experience for each and every one of our students. We have high standards throughout and ensure that there is clarity and purpose in everything that we do.

We offer a number of excellent staff benefits for our employees including a comprehensive Employee Assistance Programme (EAP) and a healthcare scheme. We have a partnership with the Mulberry schools trust, which is a high performing Multi Academy Trust of schools that are based in London. This offers our staff excellent CPD opportunities and offers our students numerous exciting opportunities.

If you are an individual that will be committed to ensuring the best education and school experience for all students, then we would love to hear from you.

We look forward to meeting you.



Dr Craig Neal
Headteacher

Teaching and supporting at Mulberry Academy Bexhill

Teachers and support staff at Mulberry Academy Bexhill make the education of their pupils their first concern. They seek to achieve the highest possible standards in work and conduct, act with integrity and have strong subject knowledge. Through endeavour, they keep their knowledge and skills as current as possible, remaining at the forefront of pedagogy and educational research.

Post: SEN Administrator

Accountable to: SENCo & Facilities Officer

Summary of additional hours: Term Time + 3 weeks

Holiday support required

Easter/May school holidays - reception/SEN work to support exam revision 9 x 3 hour working days

Transition summer school 5 x 6 hour working days

Summer admin work to support the new academic year 5 x 6 hour working days

Balance of the additional 3 weeks to be worked flexibly during term as extended shifts

Core Term Time working hours

7:30 – 15:30 (early)

9:00 – 17:00 (late)

Extended Term Time working hours - on prior agreement

7:30 – 16:00 (early)

8:30 – 17:00 (late)

Principal Accountabilities:

The Role

We are seeking to appoint a highly organised, proactive and committed SEND Administrator to play a key role within our SEND and Inclusion team.

This is a vital position supporting the effective delivery of provision for students with Special Educational Needs and Disabilities. You will work closely with the SENCo and wider inclusion team to ensure that systems, communication and processes run efficiently and that students receive timely, high-quality support.

A key aspect of this role is the coordination and administration of Individual Healthcare Plans (IHCPs), ensuring that students with medical needs are safely supported and that staff are fully informed.

The successful candidate will combine excellent administrative skills with a clear commitment to inclusion, confidentiality and supporting vulnerable learners.

Purpose of the Role

- To provide high-quality administrative support to the SEND team
- To ensure accurate, compliant and efficient management of SEND documentation and processes
- To coordinate and administer all aspects of Individual Healthcare Plans (IHCPs), ensuring processes are robust, up to date and effectively implemented
- To support the coordination of provision so that students with SEND can access the curriculum and achieve positive outcomes
- To contribute to a positive, inclusive ethos where all students are supported to succeed

Key Responsibilities

Administration & Systems

- Provide day-to-day administrative support to the SENCo and Inclusion Team
- Maintain accurate and up-to-date student records, including SEND and IHCP documentation
- Produce high-quality reports, letters and documentation
- Ensure all SEND and healthcare records are compliant, current and audit-ready
- Support the use of school systems for provision tracking and record keeping
- Support the smooth running of SEND processes across the school

Individual Healthcare Plans (IHCPs)

- Lead the coordination and administration of all IHCPs across the school
- Ensure IHCPs are accurate, up to date and accessible to relevant staff
- Liaise with families, healthcare professionals and external agencies to gather and update information
- Track review timelines and ensure plans are regularly reviewed and updated
- Support staff by ensuring they are informed of student healthcare needs and care plans
- Maintain secure and compliant records in line with data protection requirements

Meetings & Communication

- Coordinate meetings, including diary management, agendas and minutes
- Liaise effectively with parents, carers and external agencies
- Ensure clear, timely communication across the SEND team and wider school
- Act as a professional and welcoming first point of contact for SEND enquiries

Wider School Contribution

- Contribute positively to the wider life of the academy
- Support whole-school systems and processes where required
- Maintain confidentiality and professionalism at all times
- Uphold the academy's values of kindness, respect and high expectations

Staffing

Recruitment / Deployment of Staff:

Staff Development:

- To take part in the academy's staff development programme
- To work as a member of a designated team and to contribute positively to the team ethos.

Quality Assurance:

- To contribute to the quality assurance procedures and policies of the academy.

Management Information:

- To maintain appropriate records and to provide relevant accurate and up-to- date information as appropriate for teaching colleagues/parents and carers and external agencies.
- To be responsible for developing and maintaining personal development records

Communications:

- To communicate effectively with colleagues, the parents of students as appropriate
- Where appropriate, to communicate and cooperate with persons or bodies outside of the school

To follow agreed policies for communications in the academy

Management of Resources:

- To contribute to the process of the ordering department supplies through the appropriate channel.

Other Specific Duties:

- To play a full part in the life of the academy, to support its distinctive aim and to encourage staff and students to follow this example
- To continue personal development as agreed
- To comply with the academy’s health and safety policy and undertake risk assessment as appropriate

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant will be subject to an Enhanced DBS check

Person Specification:

Criteria	Essential	Desirable
Education	Educated to at least GCSE level (Grade 4/C or above) including English and Maths	Educated to Level 3 or above (e.g. A-Level, NVQ, or equivalent)
Qualifications	GCSEs (or equivalent) at Grade 4/C or above in English and Maths	Administrative, SEND or healthcare-related qualification

<p>Experience</p>	<ul style="list-style-type: none"> • Experience in an administrative or clerical role (ideally within an education setting) • Experience managing sensitive and confidential information • Experience coordinating processes, records or documentation systems • Experience working with parents/carers and external professionals 	<ul style="list-style-type: none"> • Experience working within a SEND or Inclusion team • Experience coordinating or supporting Individual Healthcare Plans (IHCPs) or similar care plans • Experience working with healthcare professionals or external agencies • Experience using school systems (e.g. provision mapping or MIS systems)
<p>Knowledge</p>	<ul style="list-style-type: none"> • Understanding of the importance of confidentiality and data protection • Awareness of SEND and inclusive practice in schools • Understanding of supporting students with medical or additional needs in an educational setting 	<ul style="list-style-type: none"> • Knowledge of statutory guidance relating to supporting students with medical conditions in schools • Understanding of SEND processes and the graduated approach • Awareness of provision mapping systems (e.g. EduKey)
<p>Skills & Abilities</p>	<ul style="list-style-type: none"> • Excellent organisational skills and attention to detail • Strong written and verbal communication skills • Ability to manage multiple priorities and meet deadlines • Ability to maintain accurate and up-to-date records • Strong ICT skills (e.g. Word, Excel, databases) • Ability to work effectively as part of a team 	<ul style="list-style-type: none"> • Ability to analyse and present data clearly • Confidence using data systems to track provision and student information

<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Professional, calm and approachable manner • High levels of integrity and confidentiality • Kind, empathetic and student-focused • Proactive, flexible and solution-focused • Ability to build positive relationships with staff, students and families 	<ul style="list-style-type: none"> • Strong interest in SEND, inclusion or pastoral support
<p>Commitments and Other Requirements</p>	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people • Commitment to equality, diversity and inclusion • Willingness to contribute to the wider life of the academy 	<ul style="list-style-type: none"> • Commitment to ongoing professional development within SEND or inclusion

Our School

Creating the Best Opportunities for All

At Mulberry Academy Bexhill, we strive to create equal opportunities for all our students, ensuring that they have access to the best resources and support to thrive academically and personally. Our inclusive approach celebrates diversity, fostering an environment where students from all backgrounds can learn from one another and develop essential life skills such as empathy, tolerance, and respect. We provide a variety of academic pathways and personalized support systems, tailoring our educational approach to meet the unique needs and aspirations of each student. By nurturing their individual strengths and talents, we equip our students with the skills and knowledge needed to succeed in an ever-changing world.

It's important for us to recognise that the little things matter. Smart uniform, manners, kindness, and punctuality are something we promote within our academy as we feel this embeds a deep sense of pride and self-respect within our students.

In conclusion, Mulberry Academy Bexhill is dedicated to providing an exceptional educational experience that combines academic excellence, personal growth, and a supportive community. We foster a culture of aspiration, challenge our students to reach their full potential, and create equal opportunities for all. Join us at Mulberry Academy Bexhill, where we believe in the power of education to transform lives and shape a brighter future.

Wellbeing

We understand that well-being is paramount to academic success. Our school offers a comprehensive well-being program for staff and students that focuses on building resilience, promoting a healthy lifestyle, and equipping us all with the tools to manage stress and navigate challenges. Through a range of extra-curricular activities, student leadership opportunities, and community service initiatives, we actively encourage personal growth, self-discovery, and the development of essential life skills. Our dedicated well-being team provides guidance and support, ensuring that staff and students have access to the resources they need to flourish both inside and outside of the academy.