



We are proud to be part of

Prime
Multi Academy Trust

SEN Administrator Application Pack



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Letter from our CEO

Dear Applicant

On behalf of the Trust board, Local School Representatives, staff, parents and pupils, I am delighted to welcome your interest in the role of SEN Administrator at our expanding Autism Unit at King's Sutton Primary Academy, part of the Prime7 MAT. This is a term time (+ 3 weeks) permanent contract, and we wish for you to join our friendly, passionate and committed team at the academy as soon as possible.

We can offer

A passion for inclusion. Pupils come to school happy. Leaders and staff support every pupil to reach their full potential. Staff benefit from regular training to develop their expertise. We have a fantastic staff team and a supportive parent/carers community. We offer a high quality, well-resourced and carefully structured provision, within an excellent broad and balanced curriculum. We strive to meet the needs of all children – doing 'Whatever It Takes' to help children fulfil their potential.

If you share our values and vision and are enthusiastic, dedicated and passionate about children, their learning and their development, I invite you to make an appointment to visit King's Sutton Primary Academy and see for yourself the opportunities we can offer.

The closing date for applications is Thursday 22nd October at 9.00am and interviews will take place on Wednesday 4th November.

We look forward to meeting you and receiving your application.

Yours Sincerely
Ian Lowe
CEO

Responsibility, Respect, Ambition,
Courage & Pride



About Our Trust

Prime7 was formed in 2013 and joined together Middleton Cheney Primary, King's Sutton Primary and Chipping Warden Primary Academies. The aim of the Trust has always been to work collaboratively across all three schools. We strive to ensure that our schools offer the very best education for all our pupils. We also want to ensure that our staff enjoy working across the Trust and feel valued as part of a collaborative team.

At Prime7, we aim to provide the best opportunities for all pupils to develop strategies to face life's challenges. We want them to show courage and take risks in their learning whilst enjoying an enriched school experience. Community is important to us, and each school is valued for its own individuality, but it also plays an important part of the Trust as a whole. Across our schools we foster an environment where respect is earned and given in equal amounts. Our school communities promote kindness, friendship and trust so that our pupils will grow up to be young citizens that are able to show empathy towards others and become role models that are an inspiration to others.

Our Vision and Values

Our ethos is to provide the best possible environment for children to learn and develop, as well as to cultivate a sense of wonder, empathy and understanding of the modern society they are growing up in. Together, we will strive to realise the potential in all of our children so that they are fully prepared for the next stage of their education. We want to empower our children to succeed. The Trust's mission is to ensure that our staff, parents and carers are valued and well cared for so that we can work together to provide children with the best education and to know how to stay safe and healthy. We want them to take their place as responsible citizens that promote sustainability in order to protect the world around them for future generations to come.



Prime7 has seven core values and principles to support the delivery of our mission.

AMBITION: to have high expectations in all we do and to have ambition for continuous improvement whoever we are. **ENJOYMENT:** to create schools that foster creativity and curiosity so that children thrive on enrichment and thoroughly enjoy their school experience. We want our children to be excited learners. **RESILIENCE:** to provide the best opportunities for all children to develop strategies to face life's challenges. We want to have children that can show courage and take risks in their learning. **RESPECT:** to foster an environment where respect is earned and given in equal amounts. Our school communities promote kindness, friendship and trust. We want our children to grow up to be young citizens that are able to show empathy towards others. Our children take responsibility for their future and the future of others by respecting the world around them and promoting sustainability. **INSPIRE:** to empower children to take responsibility to strive and achieve in their learning and to be the very best that they can be. They will be responsible citizens that model sustainable practices and behaviours to protect the natural world. They will be role models and a source of inspiration to others. **COMMUNITY:** to establish schools that are at the heart of the local communities they serve. Each school is valued for its own individuality but it also plays an important part of the Trust as a whole. All stakeholders within our community will strive to prepare and empower individuals to become responsible for contributing to a sustainable future. **TRUST:** to belong as part of a team is a core part of who we are and our relationships are based at all times on openness and honesty.

Our values and principles are drawn from each of our schools and will support Prime7 in providing an excellent educational experience for all. We will work together with all of our stakeholders to ensure that the children in all of our schools achieve their full potential.

Our School

King's Sutton Primary Academy

Richmond Street, King's Sutton, Banbury, Oxon, OX17 3RT

Tel: 01295 811289

www.kingssuttonpa.co.uk

At King's Sutton Primary Academy, we want our children to enjoy a safe and happy school life that offers the very best quality of education through a broad curriculum design that develops the whole character of the child. Our vision is that all of our children develop in all the aspects that are important for their future success both personally and academically. This includes preparing them for the next stage of their education and developmental journeys as individuals, to allow them to fulfil their ambitions and lead healthy and happy lives.

As a school, we provide pupils with meaningful opportunities to understand how to be responsible, respectful, active citizens who contribute positively to society. We give pupils occasions to discuss issues and ideas in a considered way. We actively promote our core values 'Responsibility, Respect, Ambition, Courage and Pride' and the associated key characteristics in all that we do. These are threaded through our curriculum design and taught through our assembly programme. As a rural primary school, with an exciting new Autism Unit Provision supporting our community, we recognise the importance of promoting equality of opportunity and diversity effectively and teach pupils to show respect to everyone. We want the children to appreciate and respect cultural, religious and ethnic similarities and differences as well as neurodiversity across a wide range of countries, people, and socio-economic communities.

We are a 'Good' school (Ofsted Mar 2022). While we are fully pledged to raising standards in literacy, mathematics, science and computing we are passionate about celebrating and empowering the 'whole child' and retain our commitment to all the foundation subjects including sport, music, and the arts. Our website will give you a taster of life at King's Sutton Primary but please do not hesitate to contact us should you wish to arrange a tour of the school.

Mrs Laura Wade

Headteacher





Job Description

Job Details

Job title: SEN Administrator

Salary: point 6-12 Actual Pro Rata Salary £16393-£18039 pa (FTE £26846-£29542)

Hours: 25 hours per week (9.15am - 2.45pm - 30 minutes for lunch)

Contract type: Permanent-Term Time + 3 weeks (5 inset days plus 10 days to be agreed)

Main purpose

The SEN Administrator will:

Provide efficient, accurate and confidential administrative support to the school and its AUP. The postholder will support the Headteacher, Assistant Headteacher/SENCO and school office with pupil records, meetings, reporting and day-to-day administration, helping staff work effectively with children, families and outside agencies.

The balance between SEND and wider school administration will be agreed through a coordinated work plan, reflecting contracted hours, school priorities and key deadlines. Assessment of need, educational decisions and approval of SEND plans remain with the SENCO and relevant leaders

Duties and responsibilities

General school administration

- Provide timely administrative support to school leaders and colleagues, responding professionally to telephone, email and face-to-face enquiries and referring matters to the appropriate person.
- Welcome parents, carers, visitors and professionals; follow school signing-in, safeguarding and health and safety procedures and support the smooth running of the school office.
- Prepare, format, proofread and distribute letters, reports, meeting papers and other documents as directed. Scan, upload and file documents accurately in approved systems.
- Maintain orderly electronic and paper records, checking accuracy and using agreed naming, access and retention arrangements so authorised staff can locate information easily.
- Keep current approved policies and key notices available in the staff room and other agreed locations, replacing outdated copies and maintaining an organised display.
- Support administration for school visits, events and other school services, including liaison with the catering provider and free school meal administration where allocated.

Working with colleagues

Work collaboratively with teaching staff, the school office and the Trust central team. Agree priorities when demands conflict, flag delays early and maintain clear handover notes so essential tasks can continue during absence.

General responsibilities

Follow Trust and school safeguarding, data protection, health and safety and equality procedures; report concerns promptly and participate in relevant training and appraisal. Undertake other reasonable duties consistent with the role and grade. This job description will be reviewed in consultation with the postholder as needs develop.

Prime7 is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointment is subject to appropriate safer recruitment checks.



SEND administration

Pupil records and transitions

- Support new starters and leavers by requesting, checking, uploading and securely transferring pupil and SEND records through approved channels, following up missing information.
- Help keep SEND and Unit Provision pupil records accurate across Arbor, Edukey and other approved systems, updating information provided or approved by the AHT/SENCO and school colleagues.
- Arrange and support visits for children joining the AUP, liaising with families, the AUP team, previous settings and relevant professionals.
- Support transition arrangements through meeting bookings, information packs, correspondence and secure sharing of agreed information with receiving staff or settings.

EHCP meetings and review administration

- Maintain a calendar of Education, Health and Care Plan (EHCP) meetings and reviews, agreed submission dates and administrative actions; issue reminders and flag missing contributions to the AHT/SENCO.
- Arrange meetings with parents, carers, staff and outside agencies. Prepare formal invitations, parent feedback forms and other correspondence, and support arrangements for accessible participation as directed.
- Prepare review files and papers by gathering reports, pupil and parent contributions, attendance information and other evidence requested by the SENCO.
- Copy agreed EHCP outcomes and existing short-step targets into school templates, circulate these to teachers for completion or review, and collate their responses for the SENCO.
- Enter and upload information to the relevant local authority portal under the SENCO's direction and after required checks or approval, keeping records of submissions and outstanding actions.
- Take accurate minutes or written summaries when requested, submit them for checking and circulate approved records securely. Support follow-up correspondence and track administrative actions.
- Assist with paperwork for EHC needs assessment requests and referrals to outside agencies, such as educational psychology, gathering information and preparing documents for the HT/AHT/SENCO's approval.

Learning plans and intervention records

- Upload intervention information and agreed updates to Edukey, check completeness and follow up missing entries with the relevant staff.
- Prepare and maintain class SEND folders, including printing current learning plans and other approved documents, distributing them securely and removing superseded copies.
- Support the preparation of pupil reports and inclusion summaries by collating information supplied by staff; refer decisions about targets, provision and progress to teachers and the SENCO.
- Undertake other SEND administrative tasks consistent with the role and agreed priorities, maintaining confidentiality and a sensitive approach to families throughout.

School data and operational support

Attendance and school reporting

- Gather and check pupil attendance information from Arbor, producing agreed summaries for school leaders and identifying missing information for follow-up.
- Support absence recording, first-day contact, unexplained absence follow-up and missing-mark checks where allocated, following school procedures and referring concerns promptly to the attendance or safeguarding lead.



- Gather staff attendance and absence data from approved records for authorised leaders and payroll or HR colleagues; record information accurately and handle it confidentially.
- Extract school context data from Arbor for Headteacher reports and Local School Committee (LSC) meetings, checking dates, pupil groups and totals with relevant staff before circulation.
- Collate data for inclusion summaries, including attendance for SEND and other agreed vulnerable groups. Support progress analysis by preparing spreadsheets and summaries of assessment or intervention information supplied by staff.
- Present data clearly using agreed templates, flag discrepancies and share information only with authorised recipients, using anonymised or aggregated reporting where appropriate.

Orders and financial administration

- Source and order approved resources, including books, texts and SEND materials; obtain quotations where required, seek authorisation and process purchase orders through agreed systems.
- Check deliveries against orders, resolve discrepancies with suppliers, and monitor outstanding goods and invoices.

Parent engagement and communication

- Support welcoming, clear and timely communication with parents and carers, including drafting and posting approved messages on agreed school communication platforms.
- Help organise face-to-face meetings, parent workshops and SEND coffee mornings, including invitations, bookings, materials, attendance lists and feedback.
- Respond sensitively to routine enquiries, help families access relevant information and refer questions about provision, concerns or complaints to the appropriate leader.

Promotion and practical support

- Support school promotion through preparation of leaflets, brochures, prospectuses and materials for open events, using agreed branding and approved content.
- Assist with agreed school website and social media updates in liaison with the school and Trust leads, checking publication permissions and image consent before posting.
- Liaise with the site team about reported maintenance or stock needs, and support visitor arrangements for contractors. Administer first aid only where appropriately trained and authorised.

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.



Personal Specification

Essential criteria will be assessed through the application, interview and, where appropriate, a practical task. Relevant transferable experience is welcomed.

Essential qualifications and experience

- GCSE English and mathematics at grade C or 4 or above, or equivalent qualifications or demonstrable equivalent skills.
- Experience of administrative work involving accurate record keeping, document preparation and management of deadlines.
- Experience of handling confidential information responsibly and working professionally with a range of people.

Essential skills and knowledge

- Confident use of Microsoft Word, Excel, Outlook and electronic filing systems, with the ability to learn school systems and online portals.
- Strong literacy, numeracy, proofreading and data-entry skills, with close attention to detail and the ability to check information for accuracy.
- Ability to organise meetings, prepare papers, record clear notes and follow up agreed administrative actions.
- Ability to prioritise a varied workload, work independently within agreed responsibilities and seek guidance when priorities or instructions are unclear.
- Clear, respectful communication with families and professionals, including sensitivity to different needs and circumstances.
- Understanding of confidentiality, secure information handling and the importance of safeguarding children.

Personal qualities

- A warm, approachable and professional manner, with patience, empathy and a commitment to inclusive practice.
- Resilience and adaptability, maintaining a calm, professional and solution-focused approach when managing competing priorities or challenging situations, and recognising when to seek support or escalate concerns.
- Demonstrates resilience and adaptability, maintaining a calm, professional and solution-focused approach when managing competing priorities or challenging situations, and recognising when to seek support or escalate concerns.
- A reliable and organised approach, willingness to learn, and the ability to work constructively with colleagues and respond positively to feedback.
- Commitment to safeguarding, equality, the Trust's values and supporting positive relationships between school and home

Desirable experience and knowledge

- Experience of school administration or supporting a SENCO, SEND team or specialist provision.
- Familiarity with EHCP review administration, SEND records and liaison with parents or outside agencies.
- Use of Arbor, Edukey, local authority SEND portals or comparable systems; experience of attendance reporting or school purchasing processes.
- Experience of parent communication platforms, promotional materials, school events or first aid training.



Post Information/Advert

SEN Administrator VACANCY

We wish to appoint an outstanding Administrator to join our team in our Autism Unit as soon as possible, on a term time (plus 3 weeks), permanent contract. The successful candidate will be enthusiastic, highly motivated and demonstrate a passion for teaching and learning. We are a welcoming and supportive team, committed to the education of the children in our care. We work closely with the other schools in Prime7 to provide opportunities for professional development both within our school and across the Trust.

King's Sutton Primary Academy is part of the Prime7 Multi-Academy Trust and is a popular, friendly village school. The school prides itself on its positive learning atmosphere and children who are enthusiastic about learning.

What the school offers its staff

- A passion for inclusion
- A dedicated professional development programme
- A voice in developing yourself professionally
- Pupils come to school happy
- Leaders and staff support every pupil to reach their full potential
- Staff benefit from regular training to develop their expertise
- We have a fantastic staff team and a supportive parent/carer community
- We offer a high quality, well-resourced and carefully structured provision, within an excellent broad and balanced curriculum. We strive to meet the needs of all children – doing 'Whatever It Takes' to help children fulfil their potential

Prime7 MAT/King's Sutton Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Therefore, the successful candidate would need to undergo a DBS check and be committed to the safeguarding of children.

We are an equal opportunities employer.

The role will begin as soon as possible. The closing date for applications is Thursday 22nd October at 9am and interviews will take place on Wednesday 4th November 2026.

For further information and an application pack please visit Job Opportunities | King's Sutton Primary Academy (kingssuttonpa.co.uk) if you wish to find out more about the role, please contact head@kspa.prime7.org.uk or 01295 811289.

How to Apply

To apply for this position, please complete the Trust Application form that can be found at [Home | King's Sutton Primary Academy](http://Home|King's Sutton Primary Academy) <https://kingssuttonpa.co.uk> and submit, together with a letter of application. Please return by email to admin@prime7.org.uk



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<https://www.kingssuttonpa.co.uk>