



SEN Administrator

APPLICATION PACK

**Neston High School
Raby Park Road
Neston
Cheshire
CH64 9NH**

Headteacher: Ms K Cunningham

www.nestonhigh.com



Message from the Headteacher

Welcome to Neston High School, a high-achieving mixed 11–18 school set in the beautiful surroundings of Cheshire. Our school is extremely popular, known for its academic excellence, exceptional pastoral care, and a positive environment where young people thrive. Families choose Neston High with confidence, knowing their children will be part of a strong, caring, and respectful community that prioritises high achievement for all, alongside dedicated support and encouragement.

At Neston High, every individual is highly valued. Our supportive approach helps each person develop the knowledge, skills, and understanding needed to become responsible, considerate, and well-rounded individuals prepared for our ever-changing society. A commitment to learning beyond the classroom is central to our school's culture. Our achievements in STEM education have been recognised nationally, with the Educate Outstanding Commitment to STEM award granted in 2022, 2023, and 2024. This recognition is just one of many, including the Gold Award for Learning Outside the Classroom. We have high participation in programmes such as The Duke of Edinburgh Award and bar mock trials, and our students regularly excel in national competitions, such as the UKMT Senior Maths Challenge. Our sports provision is second to none.

At Neston High, we work in partnership to ensure the best outcomes for each of our students. Our aims are simple: we strive for excellence, supporting every student in reaching their full academic potential. Exceptional teaching is crucial to our students' success, and our dedicated team of specialist staff is talented, enthusiastic, and deeply committed to providing the very best. Staff development here is widely regarded as "leading edge." We foster strong partnerships with universities and other higher education institutions and actively support staff in pursuing professional qualifications. Whether you are a teacher, student, or member of our support staff, Neston High is a great place to learn and work.

We place a high emphasis on respect and positive behaviour, making our school a happy and welcoming place to learn. Our students engage fully in all the opportunities the school offers, attend well, and show a keen desire to learn. Young people enjoy being part of Neston High, and we love teaching them. This is a wonderful community school, yet we are always looking to improve. We are not complacent and continue to strive for growth.

We look forward to meeting you, introducing you to our students, and welcoming you to our school.

Ms Kirsty Cunningham
Headteacher



Role:	SEN Administrator
Start date:	As soon as possible
Hours:	30 hours per week – Term time plus one week
Actual Salary:	£18,559 - £19,151
Hours of work:	30 Hours per week can be worked over 4 or 5 days

We are delighted to offer an exciting opportunity for a highly organised, self-motivated individual to join our warm, collaborative and dedicated SEN team.

The successful candidate will play a key role in providing high-quality administrative support to the SENDCo and SEN team, ensuring the effective coordination and documentation of all processes related to special educational needs. This includes managing the EHCP review process, scheduling and coordinating complex meetings with multiple stakeholders, and producing accurate minutes and records.

Applications should be returned by email marked FAO Ms K Cunningham Headteacher to Mrs Helen Leadbetter, PA to the Headteacher leadbetterh@nestonhigh.com by 9am on Friday 21st November 2025.

Neston High School is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. Applications will be subject to checks with past employers and an enhanced check with the Disclosure and Barring Service. Applicants who have lived outside of the UK in the past five years will be required to provide a Police Check from their country of residence. In accordance with DfE Keeping Children Safe in Education 2025, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process. The School is an equal opportunities employer. The Safer Recruitment policy is available on the school website [Policies & Procedures - Neston High School](#)



NESTON
HIGH SCHOOL

Vision, Values & Mission

Our Vision

Our vision is to create a vibrant, inclusive community where everyone feels valued and empowered. We celebrate and reward kindness, fostering an environment that is respectful, safe and driven by intellectual curiosity and high aspirations, providing a broad range of opportunities for students to be the best versions of themselves.



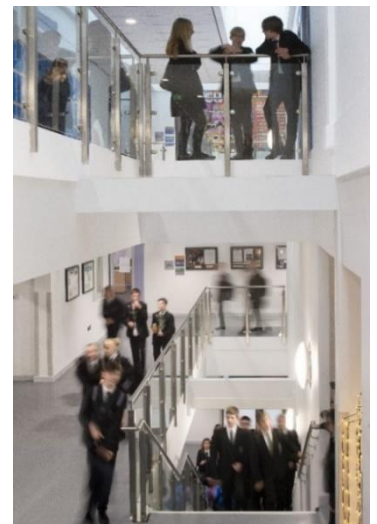
Our Mission

Our mission is to empower students to learn the skills, knowledge and resilience they need to achieve their academic and personal potential. We aspire to be the heart of learning in our community where students access tailored support to achieve the highest outcomes, equipping them to be productive and compassionate global citizens of the future.

Our Values

Our overarching values are **Aspiration, Community & Respect**

- We value achievement and intellectual curiosity along with lifelong learning
- We value community and belonging
- We value kindness in all its forms
- We value hard work and high aspiration
- We value resilience and enthusiasm
- We value manners and respect for others
- We value fairness, trust and honesty
- We value self-belief and personal confidence
- We value diversity and embrace difference
- We value the environment
- We value strong relationships





Essential Criteria
Educated to at least GCSE Grade C or equivalent in English and Mathematics
Experience coordinating complex meetings involving multiple stakeholders.
Excellent organisational skills with the ability to manage multiple tasks and prioritise effectively
Ability to work calmly and efficiently under pressure, meeting deadlines while maintaining attention to detail.
Previous experience working in an educational or SEN setting.
Strong communication skills, both written and verbal, with the ability to liaise professionally with a range of stakeholders.
Proficient in the use of IT systems including Microsoft Office (Word, Excel, Outlook).
Ability to establish and maintain professional working relationships with a variety of colleagues across directorates and other agencies
Demonstrated ability to maintain confidentiality and handle sensitive information appropriately.
Empathetic and understanding approach to working with children and families with additional needs
Experience of minute/note taking in meetings.
Commitment to safeguarding and promoting the welfare of children and young people; willingness to undergo appropriate checks including enhanced DBS clearance.
Desirable Criteria
Knowledge of EHCP processes and SEN-related administrative procedures
Familiarity with school-based systems such as Arbor and CPOMS.
Relevant administrative qualification (e.g. NVQ Level 2/3 in Business Administration).
Awareness of current SEN legislation and guidance.



Key Responsibilities

EHCP and SEND Administration

- Coordinate the administration of Education, Health and Care Plan (EHCP) reviews, including scheduling meetings, collecting reports, and ensuring timely completion of documentation.
- Maintain accurate and up-to-date records for all students with SEND.
- Liaise effectively with parents, staff, and external professionals to support communication and collaboration around SEND meetings, including Annual Reviews and multi-agency meetings.
- Provide comprehensive administrative support to the SENDCo, including managing correspondence, responding to enquiries, and handling documentation.

Meeting Coordination

- Organise and prepare for SEND-related meetings, ensuring all necessary documentation is available in advance.
- Take accurate minutes during meetings and follow up on agreed actions.
- Ensure all stakeholders are invited and informed in a timely manner.

General Administrative Duties

- Support the annual review process by:
 - Scheduling meetings and inviting relevant stakeholders.
 - Ensuring all required documentation is received and distributed.
 - Finalising EHCP reports in collaboration with the Headteacher/SENDCo.
 - Submitting completed reports within required timeframes.
- Provide professional and supportive responses to telephone and face-to-face enquiries.
- Assist staff and families by providing relevant information and support.

General administration

- Provide overall administration support in order to assist with the annual review process for all learners. Including:
 - Scheduling annual reviews
 - Inviting relevant stakeholders and the team around the individual
 - Ensuring all documentation required for the process is received and shared in advance of the meeting
 - Minute taking within meetings
 - Finalising EHCP reports with the support of the Headteacher/SENDCo and submitting them in a timely manner
- Work in partnership with parents to ensure that children, young people and their families are fully involved in the annual review process.



- Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner
- Assist staff and families with the information and support they need.

Professional Responsibilities

- Adhere to all relevant school policies and procedures.
- Undertake training and development activities to enhance skills and knowledge in SEND administration.
- Ensure all duties are carried out in accordance with the school's health and safety policy.
- Promote the safeguarding and welfare of children and young people.
- Maintain confidentiality at all times, especially regarding sensitive documentation.
- Work collaboratively with colleagues, offering advice and consultation where appropriate.
- Identify personal training needs and participate in relevant internal and external training, including SEND-specific courses.

NOTE

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the responsibilities of the job.