



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
Salary (Pay Award Pending):	(£24,940 - £26,772)
Actual Salary:	£17,931 - £18,500
Hours of work:	30 Hours can be worked over 4 or 5 days (8.30am to 3.00pm Monday – Friday)

An exciting opportunity has arisen for an organised, self-motivated team player to join our friendly, supportive and welcoming SEN team. The successful candidate will provide efficient and effective administration support for the school's SENDco and SEN team. They will ensure that the schools EHCP review process is professional and well administered for the stakeholders involved. The post holder will provide administrative support for all child/school meetings and processes that link to the special educational needs of the learners we support.

Should you choose to apply, please submit the following completed forms:

- Application form. Please ensure that your application accounts for any gaps in employment.
- Please include the names and addresses of two professional referees (one of which must be your current employer). Referees will not be approached until the final stages of the process.
- A supporting letter that sets out the reasons for your interest in the role and how you meet the required criteria.

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 4th July 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 2023, 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.



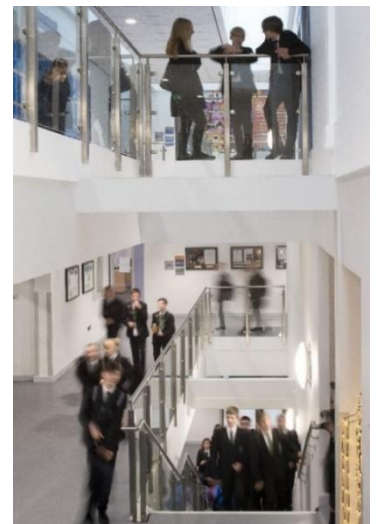
Our Mission

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





QUALIFICATIONS	ESSENTIAL	DESIRABLE
Educated to at least GCSE Grade C or equivalent in English and Mathematics	✓	
First Aid Qualification		✓
Evidence and commitment to ongoing professional development	✓	
EXPERIENCE		
Carrying out administrative tasks	✓	
Dealing with face-to-face and telephone interactions	✓	
Ability to establish and maintain professional working relationships with a variety of colleagues across directorates and other agencies	✓	
Working with children or young people		✓
Ability to quickly establish relationships with young people, vulnerable people and families with complex needs.	✓	
Experience of working with special educational needs and / or relevant paperwork for special educational needs.		✓
Working and collaborating within a team	✓	
KNOWLEDGE AND SKILLS		
Good oral and written communications skills	✓	
Ability to respond quickly and effectively to issues that arise	✓	
Ability to plan, organise and prioritise to meet deadlines	✓	
Excellent attention to detail	✓	
Ability to use IT packages including word processing, spreadsheets and presentation software	✓	
Ability to use relevant office equipment effectively	✓	
Ability to build effective working relationships with colleagues	✓	
Understanding of data protection and confidentiality	✓	
Understanding of safeguarding	✓	



Ability and a commitment to work flexibly and to respond to unplanned situations	✓	
Knowledge of SEND		✓
PERSONAL QUALITIES		
Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	✓	
Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	✓	
Ability to work under pressure and prioritise effectively	✓	
Commitment to maintaining confidentiality at all times	✓	
Commitment to safeguarding and equality	✓	
Embraces change well	✓	
To have a positive and professional approach to work	✓	
Deals with difficult situations effectively	✓	



JOB TITLE:	Administration Assistant
GRADE:	Grade 4: Salary (Pay Award Pending): £24,940 - £26,772 Actual Salary - £17,931 - £18,500 (30 hours – term time plus one week)
RESPONSIBLE TO:	SENDCo
JOB PURPOSE:	To provide efficient and effective administration support for the schools SENDco and SEN team and to ensure that the schools EHCP review process is professional and well administered for the stakeholders involved.

Key Responsibilities

- Managing the administration of EHCP (Education Health and Care Plan) review processes, including scheduling, gathering reports and ensuring timely completion
- Maintaining accurate and up-to-date records of students with SEND
- Liaising with parents, teachers, and other stakeholders to ensure effective communication and collaboration in relation to key SEN meetings e.g. Annual Reviews, professional's meetings and general parent meetings
- Providing general administrative support to the SENCO, such as answering inquiries, sending letters, and managing paperwork.
- Assisting with the organisation and preparation for meetings related to SEND, including taking minutes and following up on actions.

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.



Other areas of responsibility

- Read and follow the relevant school policies
- Undertake training required to develop in the role
- Ensure all duties and responsibilities are undertaken in line with the school's health and safety policy
- Contribute to the safety of children and young people and protect them from harm
- To gain an understanding of the school's processes, policies and procedures
- To understand the meaning of confidentiality and ensure all relevant documentation remains confidential
- To work as part of the team liaising, advising and consulting where appropriate.
- To identify personal training needs and to attend appropriate internal and external in-service training.
- To complete SEN related training

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.