

**SENCO Support
Administrator (Part Time)**
Church Lawton School

Job Pack



SENCO Support Administrator (Part Time)

Church Lawton School

Salary: Actual part time is c£9k (based on c£24k for a 52 week role)

Basis: 15 hours per week; 45.8 weeks per year (Term Time Role)

Location: Church Lawton School, Stoke-on-Trent, Staffordshire



About Us

Liberty Academy Trust is an education charity established in 2022. Our purpose is to deliver an education for our children that meets their needs, aspirations, and interests, and which prepares them well for adulthood. Our values of courage, determination and teamwork are the key drivers to bring about positive change, so that all our children and young people can be successful now and in their future lives.

We are currently a small Trust of three academies, with plans to grow so that our reach and impact can extend further. Committed to providing an excellent education for autistic children and young people, our approach is to support the whole child, offering a balance of personalised teaching and therapeutic support as standard.

We opened Church Lawton School in 2015 and provide a curriculum for students from across the spectrum who have a range of learning needs. This covers an age range from age 4 to age 19, building each child's development week by week, term by term and year by year.

Welcome from the CEO



Thank you for your interest in this role within Liberty Academy Trust.

This is a hugely exciting time for our family of academies as we seek to grow and extend our reach so that we can make a real difference to the lives and life chances of children – and particularly those who are autistic – so that they receive the educational opportunity they deserve.

The Trust currently has three academies based in the local areas of Cheshire East, Reading and Lambeth; all of which are at different stages of development. As a Trust, we are clear about the importance of achieving long-term sustainability for our academies.

Our vision is to lead through moral purpose, whilst taking advantage of collaborative opportunities and partnership work, to secure an excellent educational offer for our children and young people. Employees within Liberty Academy Trust belong to a community of professionals and benefit from an increasingly wide range of networks and development opportunities across the Trust, which will increase further as we grow.

With high expectations for staff and pupils alike, those we recruit can demonstrate that they share our values, are highly motivated to work with colleagues to continuously develop their skills, pursue professional excellence, and are committed to providing the highest standards.

If you see yourself in that description, then we would be delighted to receive your application.

Dr Nic Crossley, Chief Executive

Our core purpose is to deliver an education for our children that meets their needs, aspirations and interests; and prepares them well for adulthood.

We support the whole child, offering a balance of personalised teaching and therapeutic support as standard.

Welcome from the Principal



Are you passionate about making a difference in the lives of autistic young people?

We would be delighted for you to apply to join Church Lawton School as a SENCO Support Administrator, proudly part of Liberty Academy Trust. The school welcomes you to provide an outstanding environment with high levels of support that makes autistic students valued, understood, and empowered toward achievement.

Church Lawton Primary School is the recent recipient of Advanced Autism Accreditation, marking our third consecutive Autism Accreditation in recognition of our ongoing commitment to excellence in autism education. Furthermore, our commitment to parent partnership has been nationally recognised through Edurio, placing us in the top 10 schools in England for parental engagement and collaboration.

Part of the Liberty Academy Trust, we will be built on the core values of courage, determination, and teamwork. We will provide a safe, supportive, inclusive learning environment in which students of all ages can develop academically, socially, and emotionally. Our innovative approaches and deep understanding of our pupils mean every child receives a unique education that prepares them for successful adulthood.

We envision a world that works for autistic children and young people where an exceptional educational experience can support success now and into adulthood.

Please join us in doing something significant.

Warm regards,
Paul Scales, Principal

About the Role

We're looking for a highly organised, detail-orientated, and passionate individual to join our dedicated team in the role of part time SENCO Support Administrator.

This position plays a vital role in ensuring smooth administration and co-ordination of SEN processes within the school. Working closely with the SENCO/Assistant SENCO, you will provide professional, confidential, and efficient administrative support to help us deliver the best outcomes for our students.

At Church Lawton, our exceptional environment for both students and staff includes:

- **Specialist Induction Programme and Autism-Specific Training:** Gain the skills and confidence to support our students effectively.
- **Fantastic Facilities:** Work in a school designed to inspire, including a brand-new Purpose-Built **Quality of Life Hub** and **Quiet Working Spaces** tailored to meet the needs of our staff and students.
- **A Supportive and Inclusive Environment:** Be part of a team that values your contributions and invests in your development.

What We're Looking For

- You will be proficient in Microsoft Office and IT Systems as well as having **previous experience** working within an administrative role.
- You will hold a Minimum of 3 GCSEs or equivalent at grades 4/C or above, including **English Language and Mathematics**.
- You'll have the **ability to communicate effectively and sensitively** with a range of different people including multi-disciplinary teams, ensuring objectivity and the needs of the child are always paramount.
- Above all, you will **value inclusion** and have an enthusiasm for helping autistic people to thrive.

The 15 hours per week will be worked across Tuesday, Wednesday and Thursday, with the specific daily pattern to be discussed further at interview.

Our success depends on our skilled and dedicated staff. We offer a competitive salary and pension, as well as a focus on staff well-being and a range of benefits including discounts at a range of shops, restaurants, gyms and leisure activities.

More importantly, we offer the opportunity to play a part in highly rewarding work, as part of an ambitious and supportive team.

Our three core values of **courage, **determination** and **teamwork** drive positive change.**



Job Description

Purpose

This role will assist in all aspects of SENCO Support administration within the school and will provide a professional, confidential, administrative and secretarial service for the SENCO/Assistant SENCO.

Key Responsibilities

Administrative-focused work

- Collate, input and assess a range of data required to update the SEN Records
- Collate, input and assess a range of data required to update student information
- Enter SEN data and create reports for student tracking

- Develop systems for cross referencing this data and assist the SENCO to analyse it for SEN purposes
- Develop and manage the SEN filing system (including emails, record of telephone conversations), the archiving, retrieval and disposing of SEN information as appropriate
- Liaise with primary/feeder schools and external service ensuring that all SEN information is received
- Produce letters and reports as required, including individual letters to parents, arrange meetings and take minutes
- Forward SEN information to transfer schools
- Attend meetings and take minutes as and when necessary
- Liaise with the Examination Administrator on Special Examination Arrangement Applications

Wider work

- Attend daily debriefs, staff and team meetings as required.
- Work cooperatively and collaboratively with parents and other professionals.

Other

- Always comply with Trust policies and procedures; including, but not limited to, Safeguarding, Health and Safety and employment policies.
- Work within the Trust's Equality and Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, and conduct; and maintain positive, courteous relations with students, parents and colleagues.
- Engage actively in the appraisal and performance review process, and in relevant continuing professional development.
- Be willing to travel to the Trust's schools and other sites as needed.

Job descriptions only reflect 80% of a role and are not an exhaustive list of duties. You are expected to carry out other activities that are within the scope of the role. The job description will be kept under review and modified from time to time.



Person Specification

Essential

Qualifications and Knowledge

1. Minimum of 3 GCSEs or equivalent at grades 4/C or above, including English Language and Mathematics.
2. A relevant further qualification at NVQ Level 2 or above (eg NVQ 2 Business and Administration), or demonstrate equivalent knowledge, skills and experience.
3. A basic understanding and interest in autism.

Skills and Experience

4. Previous experience in an Administrative or Secretarial role with the ability to take minutes during meetings
5. Ability to communicate effectively and sensitively with different people using a variety of appropriate methods, including a good standard of written and spoken English.
6. A patient and active listener with the ability to report and record accurately
7. Possess excellent organisational, secretarial and time management skills with good record keeping and filing skills
8. Proficient in the use of IT and Microsoft Office
9. Ability to use common software applications; knowledge of best practices for protecting personal and organisation data; and an aptitude for adapting to emerging technologies.

Personal Attributes

10. An understanding of and commitment to the aims, vision and values of the Liberty Academy Trust and the principles of public life
11. An enthusiasm for and a positive attitude towards supporting autistic people to lead independent and fulfilling lives.
12. Ability to empathise with parents/guardians whilst retaining ability to remain objective ensuring the needs of the child are always paramount
13. A commitment to equity, diversity, inclusion and belonging.

14. A patient, caring and supportive nature.
15. High degree of professionalism in dealing with sensitive information, maintaining confidentiality where necessary.
16. Self-motivated and able to demonstrate initiative when required.
17. An ability to work flexibly to adapt to change, needs and circumstances.
18. Resilience maturity; able to work effectively in challenging situations
19. A demonstrable commitment to continuing professional development.

Desirable

20. Experience of working with autistic people
21. An awareness of vulnerable adults and young people's safeguarding issues and legislation
22. Knowledge of educational practices, policies and expectations, ideally to include in relation to pupils with special educational needs.

All members of the Liberty Academy Trust community are driven by the three core values of courage, determination, and teamwork.



Recruitment Process

Application deadline: 9.00am on Wednesday, 4th February 2026

Interviews: Thursday, 26th February 2026

We're dedicated to equity, diversity, inclusion and belonging. Applications for this job are encouraged from anyone who is suitably qualified and experienced for the role - including those with protected characteristics, and particularly welcome from neurodivergent individuals.

To apply, please submit a fully completed application via our [recruitment portal](#) on the Times Education Supplement (TES) website. Your application should explain why you are interested in this opportunity and, with reference to the person specification, the attributes that make you a suitable candidate. Note that we can only consider applicants who are legally entitled to work in the UK.

For shortlisted applicants, the selection process will be designed to provide opportunities for you to demonstrate your strengths, qualities, and experience in relation to the role. The details will be made clear at invitation stage. We are very happy to discuss adjustments to the recruitment process for those that need it.

The Trust pays full regard to 'Keeping Children Safe in Education' guidance 2025. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including volunteers and staff employed by contractors.

For practical reasons, we are unable to provide feedback to candidates who are not shortlisted. However, we will always offer feedback to those who take part in a selection process.

If you're ready to make a meaningful impact, apply today and join our mission to empower autistic students to achieve their potential.

