

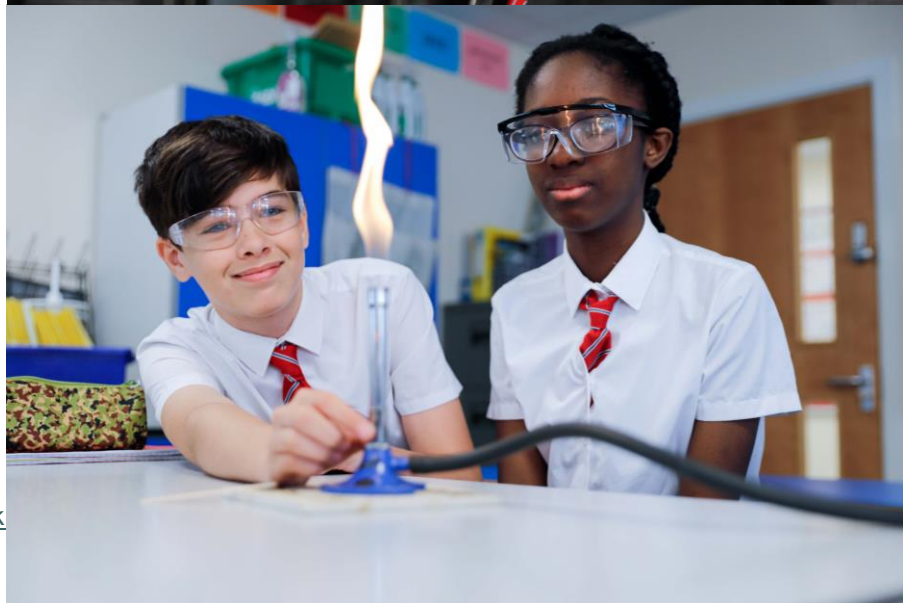
Robert Clack School of Science

Executive Headteacher : Mr R.V.A. Taylor B.Sc., (Econ) (Hons)



RECRUITMENT PACK

SEND ADMINISTRATION ASSISTANT



Tel: 020 8270 4200

Website: www.robertclack.co.uk

Email: office@robertclack.co.uk

Recruitment queries: mbrown@robertclack.co.uk

Welcome to Robert Clack School

As a former pupil and member of staff for the past 20 years, Robert Clack School and our pupils mean a great deal to me. I believe that Robert Clack is a very special place; we have a strong sense of community and strive for excellence in all that we do.

We are committed to delivering a broad and balanced education, one which appreciates the importance of academic qualifications, but one which also recognises the value of vocational qualifications and the extra-curricular of sport, drama, music, the arts and debate.

Our ethos permeates every aspect of life at Robert Clack School and cultivates the values of mutual respect, compassion, discipline, high expectations and aspirations and hard work. By embracing these values, we believe that our pupils will be able to fulfil their ambitions in life, whatever they may be.

I am delighted that you are interested in pursuing a career at Robert Clack School. Please find enclosed information relevant to the role you may wish to apply for.

Good luck and best wishes.

Russell Taylor
Executive Headteacher



The Recruitment and Application Process

To view the job description, person specification and to download an Application Form please follow this link to the School website: [Non-Teaching Vacancies \(robertclack.co.uk\)](https://www.robertclack.co.uk/Non-Teaching-Vacancies)

Please submit completed applications by e-mail to: mbrown@robertclack.co.uk on online via the advert for the post on the TES website.

Please note that CVs will only be accepted if accompanied by an Application Form.

If you have any queries about the application process, you are welcome to contact the School's HR Admin, Maddie Brown on 020 8270 4197 or on mbrown@robertclack.co.uk

Safeguarding and Promoting the Welfare of Children and Young People Note:

Robert Clack School is committed to safeguarding and promoting the welfare of children and young people. Successful applicants must be willing to undergo identity checks, checks with past employers, an online internet search and an enhanced Disclosure & Barring Service check.

Key dates:

Closing date for receipt of applications: 8am on Monday 6 July 2026.

Interviews to be held: To be confirmed, during July 2026.

Commencement date in post for successful candidate: 1 September 2026

Advertisement

SEND ADMINISTRATION ASSISTANT

SALARY: Scale 4 (exact salary - £27,251 - £28,442 per annum)

APPOINTMENT: 35 hours per week, 8.00am-4.00pm, Monday to Friday, term-time only plus 2 weeks

We are seeking to appoint a SEND Administration Assistant. You will be required to provide efficient and high-quality administration support for the busy SEND department, working alongside the SENDCO.

You will assist in coordinating administration support for students with additional needs, helping to ensure that all students can access a broad and balanced curriculum. This role will involve supporting the co-ordination and administration of medical needs, including allergies and, SEND paperwork. Working closely with students, staff, parents, and external agencies will be part of the role, to ensure effective support and inclusion for all children with special educational needs and disabilities (SEND).

You will be mainly based at one of the School's three sites. However, when required you may be expected to provide administration support at any of the three sites. Please note that the successful candidate is expected to work term time plus 2 additional weeks/10 days during the school holidays, as agreed with the SENDCo.

Experience of working within an educational environment is desirable, but not essential.

The candidate will be required to have the following skills and experience:

- Relevant administrative experience including ICT skills;
- Previous experience of minute taking;
- Excellent levels of literacy and numeracy;
- High standard of verbal & written communication skills when dealing with colleagues, pupils, parents and visitors;
- Able to work effectively and professionally as part of a team;
- Able to follow instructions and adhere to all school policies;
- Ability to work on own initiative and calmly under pressure;
- Organised and able to work methodically, with attention to detail.
- Ability to work successfully in a busy and pressurised environment.
- A basic knowledge and awareness of SEND and/or of medical needs is desirable.

Job Description



Job Title:	SEND Administration Assistant
Working Hours:	Full-time, 35 hours per week, term time only plus 2 weeks
Department:	SEN
School:	Robert Clack School Although you may be based on one school site, your role is not site specific.
Reports to:	SENDCo (supporting SEND Leaders across all school sites)
Responsible for:	N/A
Number of Posts Supervised/Managed:	N/A

1. Purpose of the Job:

To provide high-quality administrative and clerical support to the SEND department and SENDCo, while supporting all SEND Leaders across all sites. The role also supports the coordination of pupils' medical needs, including allergies, ensuring safe, efficient and inclusive provision in line with statutory guidance and School policies.

2. SEND Administration

- Provide administrative support for SEND meetings across all School sites, including minute-taking and document preparation.
- Maintain accurate, confidential and up-to-date SEND records and files.
- Support SEND identification, assessment, monitoring and review processes across multiple sites.
- Administer screening assessments to support identification of needs.
- Prepare documentation for EHCP applications, Annual Reviews and High Needs Funding.
- Coordinate referrals and support preparation for meetings with external agencies
- Support exam access arrangements, including evidence gathering and liaison with the Exams Officer.

2.1 Medical and Allergy Administration

- Work collaboratively with Office Managers to maintain accurate and up-to-date records of pupils with medical conditions, including allergies.
- Support the collection and collation of medical and dietary information from parents/carers.
- Assist in maintaining registers of pupils requiring medication, including adrenaline auto-injectors (AAIs).
- Work with Office Managers to ensure the safe storage, accessibility, and monitoring of all medication held in school.
- Support the coordination and distribution of pupil allergy action plans to relevant staff across all sites.
- Assist in implementing school procedures for managing allergic reactions and medical emergencies.
- Provide administrative support for risk assessments relating to medical needs, lessons, trips and activities across sites.
- Contribute to promoting allergy awareness across the School.

2.2 Support for Students and Parents/Carers

- Act as a first point of contact for SEND and medical-related enquiries.
- Liaise with parents/carers regarding meetings, updates, and medical information.
- Coordinate communications, including SEND forums and information sharing.
- Ensure families provide up-to-date medical information and required medication.

2.3 Support for Teaching and Support Staff.

- Ensure staff across all sites have access to accurate SEND and medical information.
- Support communication of strategies for SEND provision and medical needs, including allergy awareness.
- Assist with gathering student progress data and intervention tracking.
- Help ensure staff are aware of pupils with specific medical and allergy needs.

2.4 Administration and Coordination

- Manage SEND leader diaries, meetings, appointments and room bookings across sites.
- Maintain high standards of record-keeping in line with GDPR requirements.
- Prioritise workload effectively across multiple sites and deadlines.
- Support compliance with statutory and School requirements.

3. Additional Duties

- Undertake training to become a qualified First Aid Officer.
- Support coordination of staff training relating to SEND and medical needs.
- Undertake any other duties commensurate with the grade of the post as directed.

3. Statutory Requirements:

Robert Clack School is committed to safeguarding and promoting the welfare of children and young people. This post carries a requirement to have an Enhanced Disclosure and Barring (DBS) check for Children.

4. General Accountabilities and Responsibilities:

- Comply at all times with the Council and School's policies and procedures, particularly those regarding Data Protection, Equalities and Diversity, Health & Safety and Safeguarding.
- Undertake a proactive, committed approach towards the School's values and ethos.
- Comply with the competencies and standard requisites agreed by the School as relevant to your post.
- Promote the development of a high quality individual need led service, to comply at all times with the Council's policies and procedures, particularly those regarding Data Protection, Equalities and Diversity and Health and Safety.
- Comply with the competencies and standard requisites agreed by the School as relevant to your post.
- Comply with the Data Protection Act 2018 and associated General Data Protection Regulations (all employees of the Council will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).
- Take responsibility for continuing self-development and participate in training and development activities.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Line Manager within the grading level of the post and the competence of the post holder.

June 2026.

Person Specification

Post Title:	SEND Administration Assistant	Grade:	Scale 4
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Attributes	Criteria	Assessment Method	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Relevant administration experience. • Experience of the use of Microsoft Word, Excel, Outlook (emails) etc. • Experience of working in a school or similar environment. • Experience of the use of Management Information Systems (MIS). • Experience of working on own initiative and within a team. • Experience of minute taking 	Application form, interview and task at interview	<p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p>
Education, Training & Qualification	<ul style="list-style-type: none"> • Excellent numeracy and literacy skills. • Good general standard of education. 	Application form and task at interview	<p>X</p> <p>X</p>	
Relationships	<ul style="list-style-type: none"> • Excellent verbal and written communication skills when dealing with pupils, parents, visitors and colleagues. • Ability to work effectively and professionally within a team. • Ability to establish an appropriate but nurturing working relationship with young people. 	Application form and interview	<p>X</p> <p>X</p> <p>X</p>	

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