



APPLICANT PACK

SEND Administration Officer

St Pius X Catholic Primary School, Middlesbrough
St Mary's Catholic Primary School, Middlesbrough
St Paulinus Catholic Primary School, Guisborough



Letter to Applicants

Dear applicant,

We are delighted you have shown an interest in the role of SEND Administration Officer. Although we are a Catholic Trust we welcome both staff (and pupils) from all faiths to join our family of schools.

Within this application pack you will find:

- a) Information on how to access the online application form and additional forms related to this (these can be completed electronically and emailed)
- b) Job Description and Person Specification
- c) Further information about our Trust including our Benefits and Wellbeing package.

Applicants should return their application forms to cunningham.c@npcat.org.uk by the **closing date, Monday 20th April 2026 by 9am**. Any gaps in previous employment must be explained.

Should you wish to have an informal discussion about the role, please do not hesitate to contact Claire Cunningham, Trust Business Manager on 01642 455309 or cunningham.c@npcat.org.uk

As mentioned in the advertisement, a DBS disclosure is required for this post. It is important to note that:

Nicholas Postgate Catholic Academy Trust is committed to safeguarding and promoting the welfare of children.

We would like to take this opportunity to thank you for your interest in this vacancy and wish you well with your application.

Job Advert

Required:	As soon as possible
Contract Type:	Permanent
Salary:	£25,989 - £28,142 pro rata (actual salary: £19,724 - £21,358)
Hours:	32.5 hours per week, Term Time Only plus 1 week
Location:	St Pius X Catholic Primary, Middlesbrough, TS3 0EF St Mary's Catholic Primary, Middlesbrough, TS6 7AD St Paulinus Catholic Primary, Guisborough, TS14 8DN

We wish to appoint a dedicated and highly motivated SEND Administration Officer to provide administrative support to the SENDCo. This role will cover duties across 3 primary schools.

The successful candidate will have:

- An NVQ Level 3 or equivalent qualification / experience in a relevant discipline
- Strong numeracy and literacy skills
- Experience of working effectively in a busy environment with competing priorities and deadlines
- Strong communication skills with the ability to relate well to both children and adults

We can offer:

- A welcoming and highly supportive school and wider community
- Friendly children who are eager to learn
- A unique and beautiful school environment
- Personal and professional development opportunities
- An experienced and committed staff with a supportive Governing Body and wider School / Church community

For further information or to arrange a visit, please contact Claire Cunningham, Trust Business Manager at cunningham.c@npcat.org.uk

Closing date: Monday 20th April 2026 at 9am
Interview date: To be Confirmed

Please refer to the back page of this application pack for details of how to apply for this position.

Nicholas Postgate Catholic Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check along with other relevant employment checks.

Job Description

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

Post title: SEND Administration Officer

Grade: E/F SCP 6-11

Responsible to: SENDCo

Job Purpose

- To provide administrative support to the SENDCO in the running of the SEND department.
- To contribute to an atmosphere of respect, recognition, optimism, celebration and mutual support in the school which promotes equality within, and values the diversity of the school community.
- To build and develop relationships with staff at all levels.
- To support the inclusion of pupils with Special Educational Needs into the community.
- To contribute to the distinctive nature of our Catholic ethos.
- To ensure the dignity of all members of the community is preserved.
- To be a fully supportive member of the school SEND Department.

Main Responsibilities

- To support the SENDCO with the administration of SEND.
- To coordinate exam access arrangements and liaise with the exams officer in regard to all pupils who are entitled to access arrangements.
- To collate, input and assess a range of data required to update the whole school SEND data,
- To assist with the entry of SEN data and create reports for all pupil tracking.
- To develop systems for cross referencing this data and assist the SENDCO to analyse for SEND purpose.

SENDCo Support

- Provide administrative support in respect of SEND.
- To take minutes for all meetings when required.

- To ensure all SEND pupil files are kept up to date and their status is accurately recorded on Arbor.
- To prepare information for Annual Reviews for pupils who have Educational, Health and Care Plans.
- To ensure all assessment, evidence documentation and outside agencies notes are linked within the school presently on CPOMS. Ensure all information on CPOMS is accurate and that files are transferred if students leave or join the college.
- Administration support for all Year 6 vulnerable transitions from Primary. liaising with primary/feeder schools.
- To liaise with parents to ensure their consent for the listing of their child on the SEND register.
- Carry out routine administrative procedures including: handling incoming and outgoing posts, maintaining and collating pupils reports, General financial administration and ordering.
- To arrange room bookings for school based meetings SEND reviews, outside agency meetings and Specialist Support Service meetings including the organisation of the students attending the meetings.
- To produce all letters and reports as required, arrange meetings with parents and general administration tasks to support the role of the SENDCO.
- To assist with the SEND elements of the school census.
- To assist with the organisation of the Teaching Assistant timetables and allocation.
- Liaise with Outside Agencies and forward referrals being made.
- To assist in updating SEND provision plans and pupil passports.
- Attend PD sessions and meetings as necessary and appropriate.

Safeguarding, Equality & Diversity and Health & Safety

- To carry out your duties with full regard to the NPCAT's Equality Policy and objectives.
- To comply with Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a proactive approach to health and safety matters in order to protect both yourself and others.
- To ensure all requirements to comply with GDPR requirements are built into all school based systems and procedures on an ongoing and continuous basis.

Other Professional Duties

- To have a flexible approach, and be willing to develop new skills when required to support the introduction of new systems and technology.
- To follow a mutually agreed programme of continuing professional development.

- To take an active part in appraising own work against agreed priorities and targets in accordance with the school's performance management and supervision arrangements.
- To carry out such duties as may be reasonably directed by the SENDCO, Headteacher, Executive Headteacher.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the COO/HOF may determine.

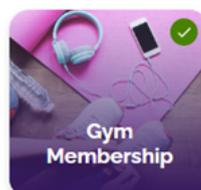
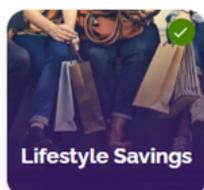
PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS – AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE

Person Specification

Stage		Essential		Desirable
Qualifications & Education	E1	NVQ Level 3 or equivalent qualification / experience in a relevant discipline	D1	First Aid qualification
Experience, Knowledge & Skills	E2	Strong numeracy and literacy skills	D2	Experience of working in the education sector
	E3	Effective use of specialist ICT packages and other resources	D3	Experience of the use of CPOMS.
	E4	Full working knowledge of relevant policies/codes of practice/relevant legislation		
	E5	Ability to develop and improve systems		
	E6	Experience of working effectively in a busy environment with competing priorities and deadlines		
Personal Attributes	E7	Ability to relate well to both children, adults and other stakeholders	D4	Ability to self-evaluate CPD needs and to seek out new learning opportunities
	E8	Ability to work effectively and constructively as part of a team, understanding school roles and responsibilities and your own position within these		
Special Requirements	E9	An understanding of the Catholic ethos of NPCAT		
	E10	An understanding of safeguarding and child protection requirements		

Why work for us?



NPCAT recognises the importance of staff welfare and a managed workload and this is reflected in the way we treat our people.

As a responsible and caring employer, we appreciate and value each of our staff. Their holistic health and wellbeing are vital to enabling all of us to maintain the optimum work-life balance.

We see exceptional staff welfare as an essential element towards enabling us to develop a rich, nurturing climate for learning across all our schools.

We offer a broad package of emotional and practical support to our staff.

We are clear about our expectations of employees and offer a positive, transparent and supportive working culture in return.

We offer:

- Competitive pay
- Defined benefit pensions
- Annual pay progression and recognition of additional responsibilities
- Annual cost of living adjustment
- On-site parking at our school premises
- Support with parking and subsistence costs where appropriate.

Additional benefits include access to:

- Vivup - Lifestyle savings - store discounts
- Vivup - Discounted gym membership
- Vivup - Cycle scheme
- Full wellbeing package

NPCAT is committed to equality of opportunity and will not tolerate any harassment, intimidation, discrimination or victimisation.



How to Apply

Application form and further information is available from:

npcat.org.uk/current-vacancies

Applicants should complete and return a **Support Staff Application Form & Recruitment Monitoring** to: cunningham.c@npcat.org.uk

Should you be shortlisted for an interview, you will be required to complete a Rehabilitation of Offenders Disclosure Form.

Job Description: This informs you of the main responsibilities for the post and explains what we are looking for. It informs you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

Person Specification: This specification sets out which criteria will be used to shortlist candidates for interview.

If you require any additional information about this post, please contact Claire Cunningham, Trust Business Manager on 01642 455309 or cunningham.c@npcat.org.uk

Thank you for your interest in NPCAT. We look forward to receiving your application.

Please note that if you do not hear from us within 2 weeks from the closing date you are to assume your application has been unsuccessful on this occasion.

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