

# SEND Administrator





# Candidate Letter

Dear Candidate,

Thank you for your interest in joining our highly motivated, innovative team of around 20 teachers and 35 associate staff from all walks of life. We are a highly collaborative, mutually supportive and dedicated staff team.

Working together to understand the unique, complex learning and additional needs of our 145 students, sharing expertise and embedding best practice are all hard-wired into our weekly schedule with daily briefings as well as regular meetings. There is plenty of support for continuing professional development for those who want to progress their careers and for those who want to become even better at what they do.

Expectations for student outcomes are high, but helping them overcome barriers to learning is an equally important part of our role. About 40% of our students have autism or other social communication difficulties, a quarter have speech and language needs and others have physical challenges or complex health care needs. Practitioners at The Abbey gain a significant proportion of their job satisfaction from the little 'wins' every week.

Structure and routine are vital, but the curriculum is an ambitious combination of academic and life-skills learning to prepare our students for future education and training, more independent living and better employment prospects so no two days are the same. We embrace the challenges, seeking solutions and improvements and are not afraid to try new things. We share the 'laughs' and celebrate the achievements.

I very much look forward to receiving your application and perhaps having the opportunity to meet you beforehand, introduce you to our fantastic students and staff and show you our amazing school. In the meantime, if you have any queries not covered in the application pack, please contact the school office on 01252 725059 or email [enquiries@abbey.surrey.sch.uk](mailto:enquiries@abbey.surrey.sch.uk) and one of the team will get back to you. I would also encourage you to have a look at the school website [www.abbey.surrey.sch.uk](http://www.abbey.surrey.sch.uk) if you would like to find out a bit more (the Year 11 leavers' films in the news area give you a fantastic insight into the Abbey School journey for our students).



David Jackson  
Head teacher



# Job Advert

**SEND Administrator**  
**term time only (39 weeks pa)**  
**24 hours per week over 4 days**

**Pay scale WA5-14 to WA5-20**  
**(FTE £24,580 - £28,569pa)**  
**(Actual £14,095 - £16,382)**

We are a special school for secondary pupils from Years 7 to 11 who have learning and additional needs. We now require an additional SEND Administrator to join our SEND department to work term time only.

You will be working under the direction of the SENDCo and be part of the enthusiastic team of Associate staff based at the school.

The Abbey School converted to Academy status on 1<sup>st</sup> September 2018 and is part of the Weydon Multi Academy Trust (WMAT). We were graded Outstanding by OFSTED in 2009, 2012, 2016 and December 2022.



# Job Description

## SEND Administrator Job description

The Abbey School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

This job description recognizes the requirements of the current pay and conditions regulations and reflects the vision, aims and policies established by the Governors of the school.

### Job details

**Salary:** WA5-14-WA5-20 (FTE £24,580 - £28,569pa) (Actual £14,095 - £16,382pa)

**Hours:** 24 hours per week over 4 days, 39 weeks per year

**Contract type:** Permanent

**Reporting to:** Assistant Headteacher - SENDCo

### Main purpose of the SEND Administrator

- To coordinate all administration throughout the school in relation to student Education, Health and Care Plans (EHCPs) and the Annual Review Process
- To provide administrative support to the SENDCO, Deputy and Assistant SENDCOs and Pastoral Support team
- To provide support to the administration team when needed

### Duties and responsibilities

- Coordinate the Annual Review process for all students including scheduling and administration pre and post meetings
- Ensure all Annual Review paperwork is completed, collated and submitted on time
- Read, check and note required provisions in EHCPs of new Year 7s/in-year placements
- Proof read a range of reports and editing as requested
- Attend and take minutes at Annual reviews when required
- Liaise with parents, outside agencies, local authorities and other stakeholders as necessary



- Answer enquiries, typing, send letters and reports to parents/carers and/or outside agencies
- Keep whole school SEND provision map updated with information on student interventions
- Liaise with feeder schools at times of transition, collecting information/data to inform SENDCO
- Deal with situations of a sensitive nature and maintaining the necessary and appropriate confidentiality
- Assist in planning and preparation for SEND Open Mornings, Parent/Carer Consultations, Induction Days and other whole school events (which may fall outside usual working hours)
- Assist with reception duties when required
- Updating the school emergency plan, staff handbook and all staff handouts
- Liaise with Deputy Head Teacher and Clerk to the Governors on school and Trust policy reviews
- Keep up to date records of staff CPD under the supervision of the Deputy Head teacher
- Any other reasonable tasks as directed by the Headteacher/SENDCo

All staff are required to safeguard and promote the welfare of children and young people, and follow school policies and the WMAT staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the SEND Administrator will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

## Person Specification

| CRITERIA                      | ESSENTIAL QUALITIES  | DESIRABLE QUALITIES   |
|-------------------------------|--|---|
| <b>Education and Training</b> | <ul style="list-style-type: none"> <li>▪ English and Maths at GCSE grade 4 or equivalent</li> <li>▪ Ability to use a range of IT applications; Microsoft Office – Word, Excel, Outlook, Publisher and Power Point</li> </ul> | <ul style="list-style-type: none"> <li>▪ Ability to use / experience in using school information management system(s) such as Arbor / SIMS</li> </ul> |



|                                     |  |   |
|-------------------------------------|--|---|
| <p><b>Skills and Experience</b></p> | <ul style="list-style-type: none"> <li>▪ Appropriate experience in administration</li> <li>▪ Proven track record of effective working within a team</li> <li>▪ Accurate written communication skills, including proof-reading</li> <li>▪ Handling sensitive and confidential information in line with organisational requirements</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Working in a school setting</li> <li>▪ Knowledge of Special Educational Needs</li> <li>▪ Administration involved in EHCPs</li> <li>▪ Liaising with outside agencies</li> <li>▪ Liaising with parents / carers</li> </ul> |
| <p><b>Personal qualities</b></p>    | <ul style="list-style-type: none"> <li>▪ Clear and effective verbal, aural and written communication skills which demonstrate appropriate empathy and efficiency</li> <li>▪ Ability to work efficiently and methodically through problem solving and multi-tasking</li> <li>▪ Motivation and enthusiasm to learn new skills and quickly acquire new areas of knowledge</li> <li>▪ Ability to keep up to date on relevant policies and procedures in line with the duties identified in the job description</li> <li>▪ Ability to prioritise and manage workload, working effectively and calmly under pressure</li> <li>▪ Ability to interact effectively with staff, parents/carers, students and outside agencies in a confident and professional manner</li> <li>▪ Discretion when dealing with confidential and sensitive information</li> <li>▪ Ability to use own initiative where appropriate</li> <li>▪ Good team player and good sense of humour</li> </ul> | <ul style="list-style-type: none"> <li>▪ Calm in a crisis</li> <li>▪ Ability to view a situation / task from an alternative perspective</li> <li>▪ Ability to employ analytical thinking skills</li> </ul>  |



## The Abbey can offer:

- Amazing students who want to learn
- A brand new, state of the art, English classroom
- Excellent IT facilities in a modern school fit for 21<sup>st</sup> century teaching
- A range of CPD opportunities to support professional development inside and outside the classroom.
- A range of evidence-informed strategies to support teaching and learning inside the classroom.
- A consistent approach to behaviour which ensures learning is not disrupted.
- A welcoming and supportive staff community
- Opportunities to collaborate across a range of mainstream and specialist provision schools within the Weydon MAT.
- External leadership/NPQ opportunities, including supporting masters' applications and aspiring senior leader's development programme
- On site car parking
- Westfield Health Cash Plan

<https://www.westfieldhealth.com/individual/health-cash-plan>





# Project 2022

The Abbey is currently undergoing huge investment as we expand from a 2 to 3 form entry school to support Surrey County Council's SEND Sufficiency Strategy.

Once completed, 'Project 2022' will provide The Abbey with:

- 15 x general classrooms (nine of these will be brand new)
- A brand-new specialist Computing classroom
- A brand-new Food Technology classroom
- A brand-new specialist Art room
- A brand-new specialist Music/Drama classroom
- A brand-new Design Technology classroom
- Two specialist Science labs (one of these will be brand-new)

In addition, there will be:

- A new, purpose-built Learning Resource Centre (LRC)
- A full size sports hall and two new PE storage areas
- A brand-new multi-use games area (MUGA)
- A brand-new staff room
- A brand-new school office
- A new, fully-furnished waiting area for parents, carers and visitors
- A brand-new conference/meeting room
- 4 additional therapy rooms
- New boys' and girls' PE changing rooms
- Five additional offices
- Two new disabled toilets
- A state-of-the-art staff workroom

This is a really exciting time for The Abbey as we watch the transformation of our school allowing us to expand and flourish in our new buildings with their first-class technology.

Over the past 18 months and as part of Project 22 we have completely refurbished our IT network and systems across the school. More than £200,000 has been spent on achieving this. All classrooms are now equipped with state-of-the-art interactive whiteboards, wi-fi and an internet-based phone system. Every student has also been provided with their own Chromebook fully funded by the school to aid their learning which came at no cost to our parents. These are regularly used in lessons.





# How to Apply

Please complete the application form provided (or download a copy from the school website <https://www.abbey.surrey.sch.uk/1270/vacancies> ) and send to:

**Zoe Mackie,**  
**Operations Manager**  
**The Abbey School, Menin Way, Farnham GU9 8DY**  
**e-mail: [recruitment@abbey.surrey.sch.uk](mailto:recruitment@abbey.surrey.sch.uk)**

**The Abbey School reserves the right to interview candidates before the closing date.**

**PLEASE NOTE THAT NEITHER COVERING LETTERS OR CVs WILL BE ACCEPTED**

Closing Date: Tuesday 2<sup>nd</sup> July 2024  
Interview Date: Tuesday 9<sup>th</sup> July 2024

**We look forward to receiving your application to join our  
dedicated and passionate team**

**The Abbey is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Enhanced DBS, Children's Barred List and Right to work in the UK checks are required for this post.**

**The Abbey School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.**

Enclosures/attachments:

- Application Form
- WMAT Staff Prospectus
- FPN for Applicants