



**Alcester**  
Academy

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TO BE THE BEST THAT WE CAN BE

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## **SEND Administrator**

**Temporary, casual vacancy with hours to be agreed in advance with the SENCO**

**£15.10 per hour**

**Closing date: 12 noon on Friday 6<sup>th</sup> March  
2026**

**Interviews: TBC**

## **The School**

Alcester Academy is a highly successful 11-16 school with 647 pupils currently on roll. Alcester is located between Studley and Stratford-upon-Avon. The school has an excellent reputation based on examination results, a progressive approach to educational development and a strong sense of community. At our last inspection in 2022, Ofsted judged us good. The school's overall average Progress 8 score for a least the last two years places us as one of the top performing non-selective schools in Warwickshire, and in the top 5% nationally.

Further details about the school can be found on our website ([www.alcesteracademy.org.uk](http://www.alcesteracademy.org.uk)), including our current curriculum information. Our Twitter feed (@AlcesterAcademy) is another excellent source for a feel of the school.

## **JOB DESCRIPTION**

<b>POST TITLE</b>	<b>SEND ADMINISTRATION SUPPORT</b>
<b>SCALE</b>	<b>F</b>
<b>RESPONSIBLE TO</b>	<b>SENCo</b>

### **BROAD DESCRIPTION:**

- Responsible to the SENCO for administering financial, office and management information systems and providing a comprehensive administrative support service to the SENCo in matters connected to Special Educational Needs provision at the school.
- Contribute to establishing and maintaining a culture of safeguarding children.
- Contribute to the school's statutory duty to safeguard and promote the welfare of children

### **RESPONSIBILITY FOR OTHERS:**

The post has some direct impact on the well-being of individuals or groups (i.e. physical, mental, social, health & safety), through contributing to the smooth running of office procedures and activities.

### **RESPONSIBILITY FOR STAFF:**

The post has no direct responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.

### **RESPONSIBILITY FOR BUDGET:**

The post has limited responsibility for financial resources, involving placing orders and verifying invoices.

### **RESPONSIBILITY FOR PHYSICAL RESOURCES:**

The post has some direct responsibility for physical resources, involving day to day maintenance of equipment, ordering, stock control of supplies and use of expensive equipment.

### **HOURS OF WORK:**

This is a temporary, casual position. Actual hours of work will be agreed in advance with the SENCo and based on work requirements.

## KEY TASKS AND RESPONSIBILITIES:

<b>TYPICAL TASKS</b>	<ul style="list-style-type: none"><li>▪ Transfer of key information from professional reports to school based documents</li><li>▪ Completion of Form 8s for securing Exam Access Arrangements for students without an EHCP</li><li>▪ Completion of Form 9s for securing Exam Access Arrangements for students with an EHCP.</li><li>▪ Producing and updating costed provision maps</li><li>▪ Writing and updating pupil profiles gaining key information from reports and assessments.</li><li>▪ Inputting data onto Bromcom and producing SEND register</li><li>▪ Completion of necessary documentation for outside agencies</li><li>▪ Photocopying, scanning and collation of key documents</li><li>▪ Generating letters to parents and professionals</li><li>▪ Ensure the smooth running of the SEND office and organise all day-to-day administration and organisational activities.</li><li>▪ Arrange meetings, taking minutes, handle telephone calls with sensitivity and confidence, using initiative as required.</li><li>▪ Provide a secretarial service to the SENCo as needed.</li><li>▪ Assist in compiling and producing a variety ore reports as directed by the SENCo.</li><li>▪ Ensure effective filing systems are maintained.</li><li>▪ Assist with preparing, monitoring and evaluating spend to funding received.</li><li>▪ Alert SENCo to any potential overspends.</li><li>▪ Ensure timely data collection and reporting to SENCO and provide necessary statistics within appropriate timescales.</li></ul>
<b>GENERAL</b>	<ul style="list-style-type: none"><li>• Assist with the promotion of the school.</li><li>• Assist with pupil welfare, liaising with parents, medical, welfare and other staff as appropriate.</li><li>• Undertake all training appropriate for the post and the fulfilment of the duties.</li><li>• Contribute to the development and implementation of the school's sustainability initiatives.</li></ul>

**PERSONAL AND PROFESSIONAL CONDUCT:**

Our staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct:

Staff uphold public trust in the teaching profession and maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the professional position held.
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions.
- showing tolerance of and respect for the rights of others.
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Staff must have proper and professional regard for the ethos, policies and practices of the academy, and maintain high standards in their own attendance and punctuality.

Staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

In addition to the roles covered within this document, all members of staff are expected to undertake any other task reasonably requested by the Headteacher.

## Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job profile. You should indicate clearly how you meet these requirements with examples of impact when you fill in your application form and supporting statement.

### SEND Administration Support Person Specification

Education, Training & Work Qualifications	Essential	Desirable	EVIDENCED (Application Form Interview References)
Minimum GCSE (or equivalent) English and Maths at grades 4 to 9			A, I
Word processing qualifications or equivalent knowledge/skill			A, I
Knowledge of specialist IT packages (e.g. Bromcom)			A, I
Experience in office administration, including MS Office			A, I
Good oral and written communication skills (GCSE or equivalent)			A, I
Ability to relate in a friendly way with a wide range of personalities, be approachable and have excellent interpersonal skills.			I
<b>Experience</b>			
Experience in a similar role within an educational setting			A, I
<b>Professional Development</b>			
Enthusiasm, self-motivation			I
Use of initiative, have good organisational skills, be proactive and work independently			I
<b>Personal Attributes</b>			
Be flexible and adaptable to working across different year groups			I
Able to communicate effectively, orally and in writing, with colleagues, parents, governors, external agencies and the wider community			I
Have enthusiasm, self-motivation, a positive attitude, energy and commitment			I
Use of initiative, have good organisational skills, be proactive and work independently			I
Develop and maintaining good relationships with colleagues			I
An interest in working with young people			I
Be aware of and comply with school's policies (e.g. child protection, equal opportunities, health and safety, data protection, confidentiality)			I
Can maintain confidentiality at all times			I
Ability to work as part of a team			I

Elements of this job description may be negotiated at the request of either party and with the agreement of both.

## The Application Process

Please complete an Alcester Academy application form which can be found on our website <https://www.alcesteracademy.org.uk/academy-information/vacancies>. A written statement in support of your application will be accepted but we do not consider CVs. Please send your completed application to [admin@alcesteracademy.org.uk](mailto:admin@alcesteracademy.org.uk).

**The application deadline is 12 noon on Friday 6<sup>th</sup> March 2026.  
Interviews TBC.**

If you have any questions with regard to this vacancy or wish to visit the school, please contact: [admin@alcesteracademy.org.uk](mailto:admin@alcesteracademy.org.uk).

We look forward to receiving your application.

**Alcester Academy reserve the right to appoint before the deadline for a suitable candidate.  
We reserve the right to follow up references provided in person.**

Alcester Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Enhanced DBS disclosure is required for appointment to this post. For shortlisted candidates, please be aware that online searches may be done as part of due diligence check.

## **Privacy Notice for Applicants: How we use your information**

### **What is a Privacy Notice?**

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about job applicants.

### **What is Personal Information?**

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

### **What personal information do we process about applicants?**

The categories of applicant information that we collect, hold and share include:

- The information you have provided on your application form, including name, title, address, telephone number, personal email address, date of birth, gender, teacher number, employment history, qualifications, subjects taught and other training and development activities.
- Any test results which arise as part of this application process.
- Information about your current level of remuneration, including benefit entitlements.
- Information provided to us by your referees unless you have indicated otherwise on the application form.
- Any academic qualifications.
- Information on documents provided for the purposes of proving identity e.g passports, driving licences, birth certificates, and bank statements and utility or other invoices used for proof of address.

Where you have named referees on your application form, we shall assume that they have consented to being approached by us.

We may also collect, hold and share the following "special categories" of more sensitive personal information:

- Information such as gender, age, ethnic group, religious belief, sexual orientation.
- Information about your health, including any medical condition, health and sickness records.
- Information about criminal records.
- Information about being barred from working with children or vulnerable people.
- Any information you provide to us during an interview.

### **How is your personal information collected?**

We collect personal information about candidates from the following sources:

- You, the job applicant.
- Disclosure and Barring Service in respect of criminal convictions and information about being barred from working with children or vulnerable people (once a job offer has been made).
- From former employers (once a job offer has been made).

### **For what purposes do we use applicants' personal information?**

We will use your personal information to:

- assess your skills, qualifications and suitability for the role
- carry out background checks
- communicate with you about the process
- keep records
- comply with legal or regulatory requirements
- make salary payments and pay PAYE and NI on your behalf

We need to process your personal data in order to decide whether to enter into a contract of employment with you. It is ultimately in our legitimate interests to process personal data during the recruitment process and for keeping records of this process. Actively managing this data allows the recruitment process to be efficient and adequately confirm your suitability for the job.

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully.

Information about your disability status may be used in order to consider where reasonable adjustments need to be made during the recruitment process.

Information about your age, gender, race or national or ethnic origin, religious beliefs and sexual orientation will be used to ensure meaningful equal opportunity monitoring and reporting.

### **Collecting applicant information**

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

### **Who might we share your information with?**

We may share applicant information with members of our staff and Governors who are involved in the recruitment process, consultants/experts assisting with the interview process, HR providers, payroll providers (Strictly Education) and managers who hold vacancies.

Appropriate security measures have been put in place to prevent personal information being accidentally lost, used or accessed in an unauthorised way.

We will not share your data with third parties, unless your application for employment is successful and an offer has been made. They will only process personal information on our instructions and are subject to a duty of confidentiality.

Procedures are also in place deal with suspect data security breaches and you will be notified of a suspected breach where we have a legal obligation to do so.

### **What do we do with your information?**

All personal information is held in a manner which is compliant with Data Protection legislation. Personal information is only processed for the purpose it was collected. Alcester Academy monitors the personal

information it processes and will only share personal information with a third party if it has a legal basis to do so.

#### **How long do we keep your information for?**

In retaining personal information, Alcester Academy complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which Alcester Academy are required to retain the information.

#### **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

#### **What are your rights with respect of your personal information?**

Under data protection law, applicants have the right to request access to information about them that we hold. To make a request for your personal information contact the School Data Protection Officer at Warwickshire Legal Services via email at [schooldpo@warwickshire.gov.uk](mailto:schooldpo@warwickshire.gov.uk) or alternatively;

School Data Protection Officer  
Warwickshire Legal Services  
Warwickshire County Council  
Shire Hall  
Market Square  
Warwick  
CV34 4RL

*\*\*Please ensure you specify which School your request relates to.*

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns>