



Post Title	SEND Administrator
School / Organisation	Avanti Grange Secondary School
Location	Bishop's Stortford
Grade	Grade 3, £25,117 - £26,216 per annum, pro rata <i>Approximately £20,087 – £20,966 per annum (0.79972 FTE)</i>
Hours	37.5 hours per week
Contract Type	Permanent Term-time only
Reports to	Hub Inclusion Lead
Preferred Start Date	January 2026

MAIN PURPOSES OF THE JOB

- Provide administrative support to the SENDCo.
- Maintain accurate files and records of students with SEND.
- Support the Assess, Plan, Do, Review Process.
- Liaison with parents and outside agencies to ensure the legal requirements of SEND legislation are met.
- Gather evidence over time to support exam access arrangements

RESPONSIBILITIES OF THE JOB

Support for SENCo

- Type up notes of meetings and SEND Review documents, in order to ensure all records are kept up to date and accurate, so supporting the education of our students with SEND.
- Support the SENDCo with the SEND identification, assessment, monitoring, and the review process ensuring all records are updated regularly.
- Complete administration of student referrals and support the SENDCo in preparing for a range of meetings with external agencies.
- Oversee room bookings and appointments for external visitors and manage the appointment diary for the SENDCo.
- Organise and timetable initial screening assessments to assist with SEND identification.
- Support the SENDCo in ensuring accurate records are kept regarding the needs of students with specific access arrangements in examinations.
- Support with the gathering of evidence from teachers regarding students' normal way of working.
- Ensure the evidence required by the examination boards is kept and monitored to keep it up to date.
- Liaise with the SENDCo and Exams Officer to ensure every student who is entitled to access arrangements in examinations has those needs met. Support for Students and Parents/Carers
- Take initial enquiries from parents/carers and communicate them to the SENDCo as appropriate.
- Communicate information regularly to parents/carers, including meetings and distributing transition information.
- Liaise with parents/carers about appointments and meeting times.
- Prepare relevant documents for EHCP applications, Annual Review meetings and High Needs Funding.
- Attend Annual Review meetings alongside the SENDCo.
- Work alongside the SENDCo to update the SEND Information Report and relevant sections on the school website.



Support for Teachers

- Ensure all information about students with SEND is recorded and filed correctly so that it is available to teaching staff to support teaching and learning.
- Request and share information about student progress.
- Support the SENDCo in communicating strategies to staff to support High Quality First Teaching.
- Collate data for SEND students' identification, progress, target setting, monitoring and intervention purposes.

General responsibilities common to all staff:

- To carry out duties as may be required from time to time commensurate with the overall responsibility of the post
- To comply and actively promote school policies, including Behaviour for Learning, Safeguarding, Equal Opportunities and Health and Safety.
- To deal with all personal enquiries efficiently, sensitively and effectively, in a way that promotes a positive image of the school and maintains confidentiality.
- To participate in the School's performance management process.
- To undertake training and development relevant to the post.

PERSON SPECIFICATION

Criteria		Requirement	
		<i>Essential</i>	<i>Desirable</i>
1.	An understanding of administrative roles and responsibilities	X	
2.	Excellent attention to detail and the ability to work accurately even when under pressure	X	
3.	Ability to communicate clearly and concisely both orally and in writing.	X	
4.	Competent and effective user of IT, including Excel and Word	X	
5.	Ability to work well as part of a team.	X	
6.	Ability to relate well to children and adults to build and maintain effective relationships.	X	
7.	High degree of drive, resilience and enthusiasm.	X	
8.	Ability to understand the role of parents and carers in pupils learning and demonstrate the ability to liaise with them sensitively and effectively.	X	
9.	Promote and safeguard the welfare of children and young people	X	
10.	Experience of working with relevant age group within a learning environment.		X
11.	Experience of working with children with additional learning needs.		X
12.	Working knowledge of SEND legislation		X



FURTHER INFORMATION

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

For further information - <https://avanti.org.uk/wp-content/uploads/2025/09/Child-Protection-and-Safeguarding-Policy.Autumn-25-2.pdf>