

EXTERNAL

Post: SEND Administrator

Hours of Work: Permanent, Full Time, Term Time Only + 2 weeks

Salary: Grade 6, Points 7 – 12, £25,584 to £25,711 (FTE)

Actual Salary: £23,129 to £25,052 (per annum)

The Trust is seeking a self-motivated and passionate candidate who can fulfil the role of SEND Administrator at Bluecoat Beechdale Academy, working within our Special Educational Needs department.

We are seeking to appoint a professional, enthusiastic and courteous candidate. The post holder will be responsible for the administration of the Academy's SEND provision and will also be required to provide a range of administrative support services working alongside a SENDCo, teaching assistants and students alongside trust staff. The nature of the role means that no one day is the same, and there is always something new to do and learn. The post holder will ensure that these services are provided in a professional, timely manner and to an excellent standard.

We are looking for staff who have the ambition to shape the schools into outstanding providers. Candidates should consider the school's ethos and values to ensure these align with their own.

Collaboration and CPL are of high importance within the Trust therefore a robust programme of CPL will be provided to enable our staff to reach their potential.

Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

The role will be based at the Trust's Bluecoat Beechdale Academy but the post holder may at any time be required to support or work at any of the sites within Archway Learning Trust.

The growth and development of our Multi-Academy Trust makes this an excellent opportunity to join us, as we seek to serve a growing number of young people across the region.

In return we can offer:

- Archway benefits to include shopping discounts and competitions
- A free and confidential employee assistance programme offering counselling and advice
- Access to a generous pension scheme
- Access to discounted travel schemes
- Cycle to work scheme
- Comprehensive training and support
- Opportunities to develop new skills and progress your career
- Eye care voucher scheme
- Free flu vaccine
- Access to e-learning and development

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to the satisfactory completion of an enhanced DBS check, Barred List check, the receipt of satisfactory references, online searches and any other statutory checks that are required for the post. We are an equal opportunities employer.

For more information about Archway Learning Trust and the vacancy, please visit www.archwaytrust.co.uk/vacancies. To apply for the role click apply which will take you to the application form for the post. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role.

Closing Date: 9am, 20th June 2025