

**BLUECOAT BEECHDALE
ACADEMY**

CLOSING DATE: 20TH JUNE 2025
JOB DETAILS: PERMANENT, FULL TIME,
TERM TIME + 2 WEEKS
SALARY: GRADE 6 - £25,584 - £27,711



**SEND
ADMINISTRATOR**



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EMPOWERING THE FUTURE OF LEARNING!

WELCOME TO BLUECOAT BEECHDALE ACADEMY



Bluecoat Beechdale Academy is so much more than a school. We are a vibrant, inclusive hub at the heart of our community, supporting young people and their families to unlock potential and drive real social mobility in the area. Our committed staff team have a strong moral purpose and believe in the transformative power of education, not only to achieve vital qualifications but to develop character. If you are looking for a role where your work will have meaningful impact, join our diverse and unique school where you will be a part of something much bigger.



WHAT MAKES US UNIQUE?

What truly sets our school apart is the way we support every student to thrive — not just academically, but personally and socially too. We have a dedicated non-teaching pastoral team that plays a central role in student wellbeing, ensuring no one slips through the cracks.

We believe all students have the right to disruption-free learning, and our behaviour system is rooted in a rewards-first culture that recognises and celebrates positive contribution.

Our curriculum, shared across the Archway Learning Trust, is carefully designed to provide high challenge and high support, giving students a consistent, ambitious learning experience. Every Friday, we host Proud Fridays, where we showcase and celebrate the fantastic work our students produce across the school.

We are extremely proud of the enrichment programme that offer – shaped around four cornerstones: supporting **academic** excellence, providing meaningful life **experiences**, raising **aspirations**, and building strong **community** connections.

Our approachable and flexible leadership team are committed to listening and supporting our staff and responding to their needs. The leadership team are dedicated to growing talent from within, creating a culture of collaboration and continuous coaching.

We're a school with a big heart, and a real belief in what education can do.

CAREER PATHWAYS

EDUCATION

SUPPORT

ASSISTANT

LEVEL 2 TEACHING
ASSISTANT

ACADEMIC
COACH

STUDENT SUPPORT
MENTOR

BEHAVIOUR
SENCO

UNQUALIFIED
TEACHER

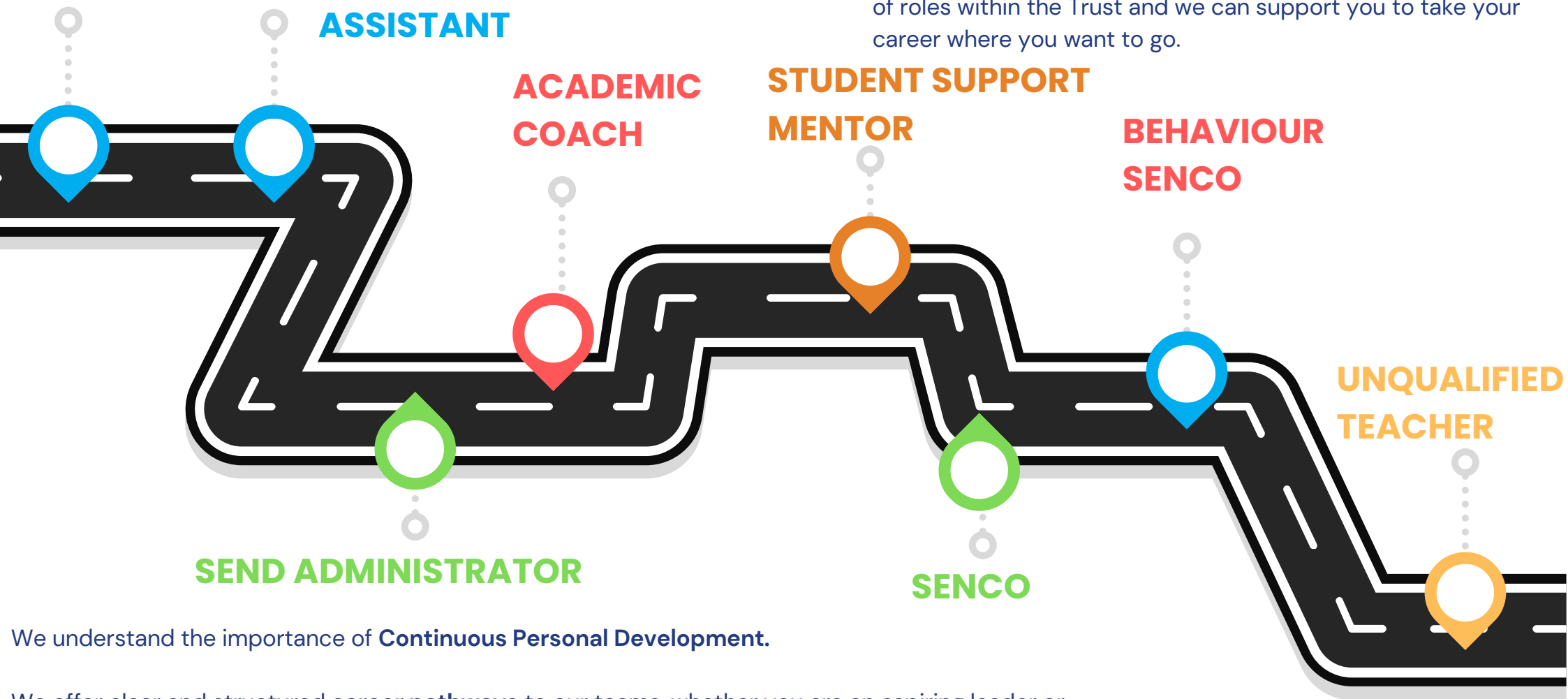
SEND ADMINISTRATOR

SENCO

Personal development is a cornerstone of our ethos.

Archway offer rich, vibrant and interesting careers, that will stimulate you, help you grow and make a real difference to the lives of children.

The Education Support Assistant is the first stop for a variety of roles within the Trust and we can support you to take your career where you want to go.



We understand the importance of **Continuous Personal Development**.

We offer clear and structured **career pathways** to our teams, whether you are an aspiring leader or looking to deepen your expertise in a particular area, we support your ambitions with tailored professional development programs, apprenticeships, leadership training, and opportunities to take on new challenges and responsibilities.

ABOUT THE ROLE

SEND ADMINISTRATOR

Reporting to: SENDCo

Start Date: 21st July 2025

Salary: £25,584 – £27,711 (Grade 6)

Location: Bluecoat Beechdale Academy,
Harvey Road, Bilborough, Nottingham, NG8
3BB



Role Overview

We are seeking to appoint a professional, enthusiastic and courteous SEND Administrator. 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.



PERSONAL SPECIFICATION

- NVQ 2 or equivalent or sufficient Business Administration experience or other relevant discipline.
- Previous experience of administrative computer systems.
- Ability to create and analyse complex data.
- Willingness to identify and develop own IT skills.
- Excellent communication and interpersonal skills.
- Ability to communicate with a wide range of audiences, including young people, other employees within the academy and other academies within the trust, parents, LA, suppliers clients and others.
- Confidence and Independence.
- Ability to build and maintain effective relationships with colleagues and stakeholders in a fair and equitable manner.

It's a family here and everyone helps one another out.

If someone is struggling, there's always someone around and usually with chocolate.

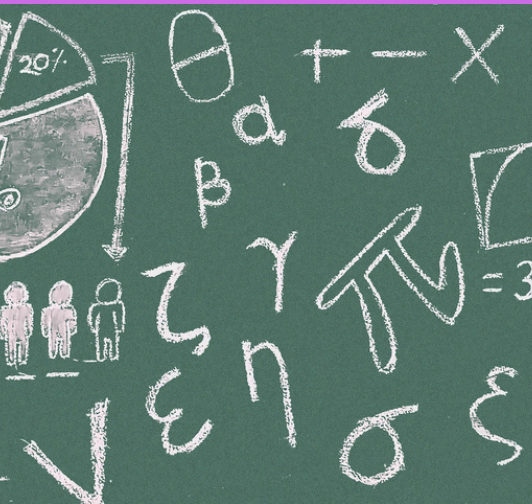
SPECIFIC RESPONSIBILITIES

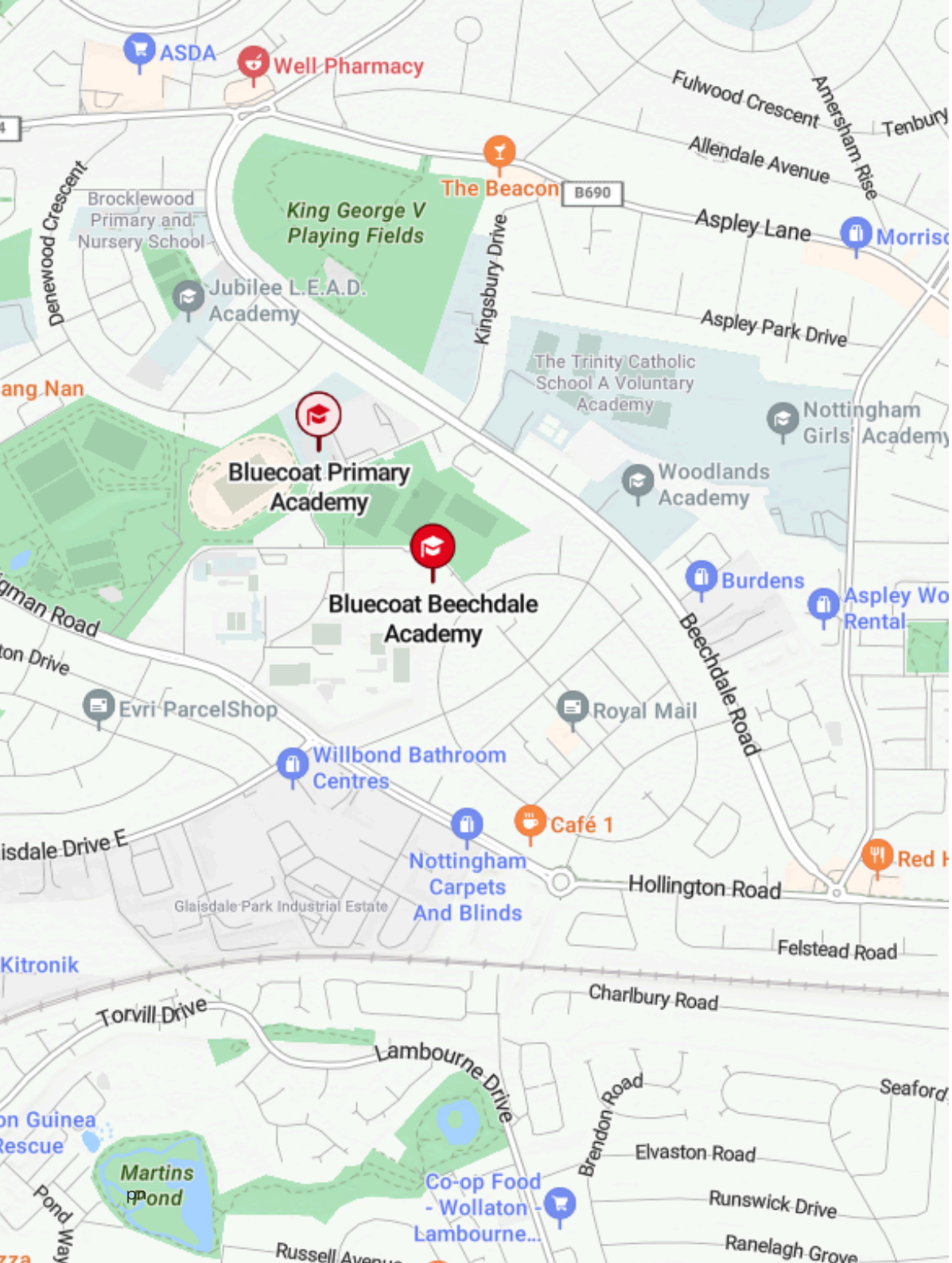
- Responsible for the administrative support/coordination for meetings such as annual reviews, interim reviews and ad hoc meetings including agenda preparation, collation of supporting papers, minute taking, production and distribution of minutes and any additional documentation.
- To undertake a comprehensive range of administrative services within the SEND department, ensuring that work is prioritised and deadlines are met.
- Maintain SEND student records both electronic and paper files including records are achieved in line with the ICO regulations.
- Maintain, update and distribute documentation relating to SEND students including the SEND Register, IEPs and Pupil Passports.



SPECIFIC RESPONSIBILITIES

- Co-ordinate routine and non-routine communication with service users on issues of a highly confidential and sensitive nature including parent and agencies such as other education establishments, health and other Local Authorities relating to SEND students.
- Support in developing SEND administration processes, procedures and practices, making recommendations as appropriate.





BLUECOAT BEECHDALE ACADEMY

Harvey Road
Bilborough
Nottingham
NG8 3BB

0115 900 7245

[Link to virtual tour](#)

HOW TO APPLY

For an informal chat about the role or to arrange a school visit, please contact:
hr@archwaytrust.co.uk

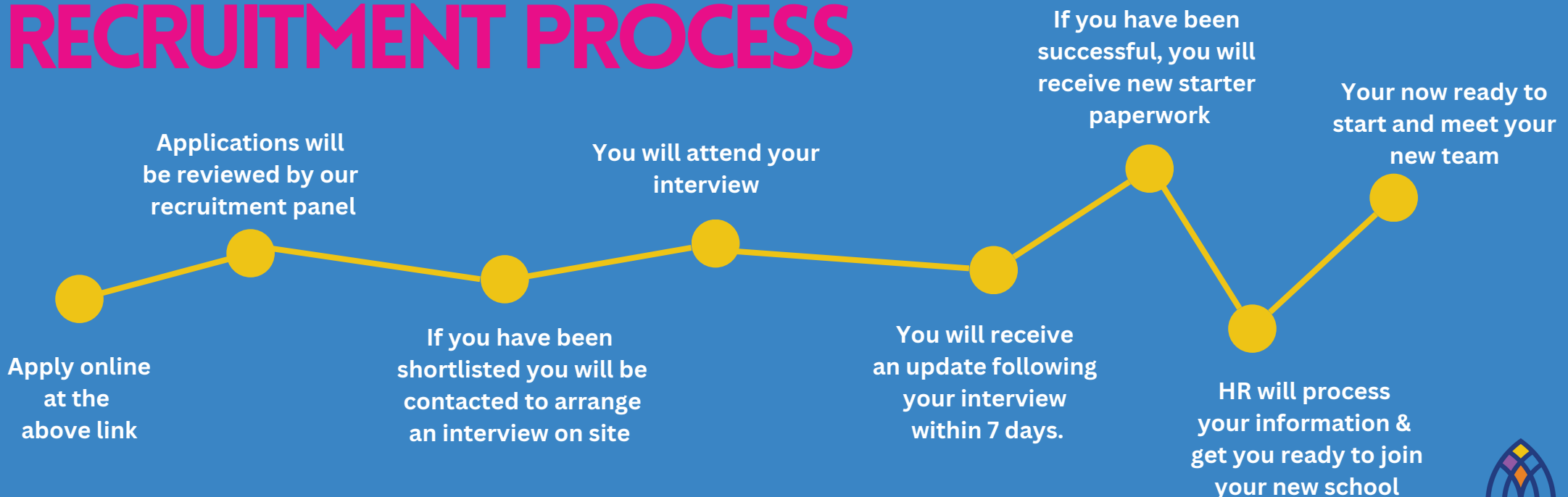
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Please read our 'Safer recruitment' statement on the following pages below.

2

Follow this [link](#) to complete an online application form: The deadline for application is 20th June 2025. Applications will be reviewed once the advert has been closed.

RECRUITMENT PROCESS



MESSAGE FROM THE CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

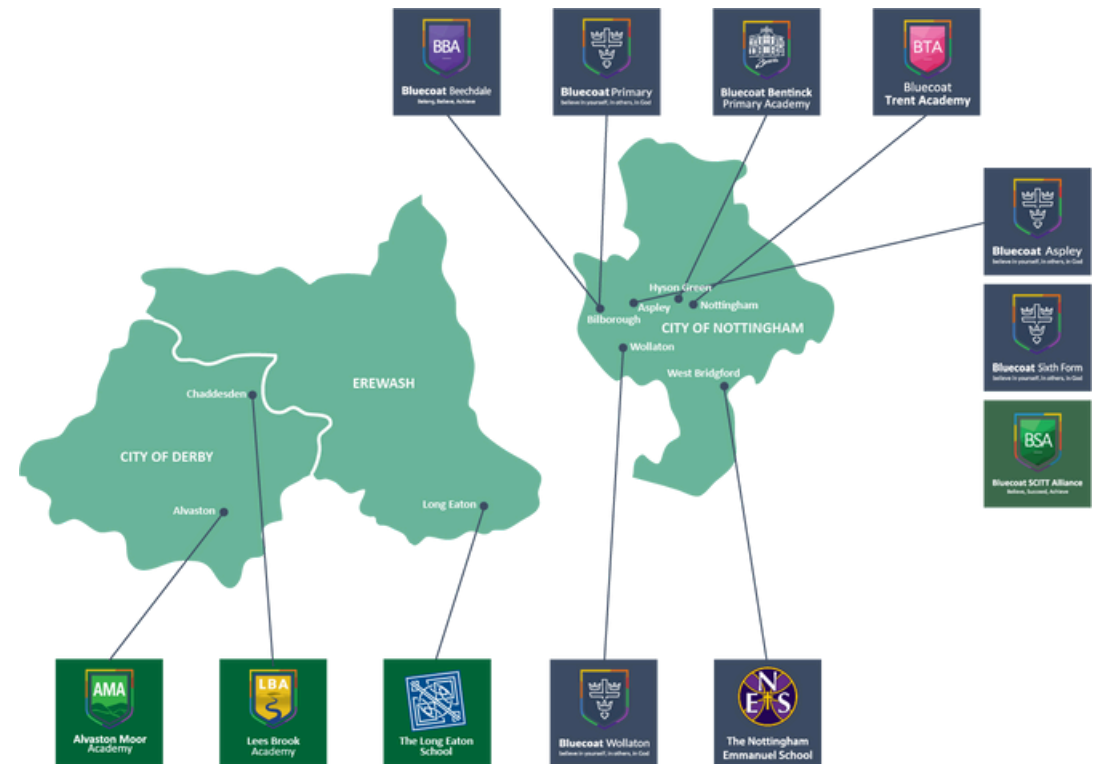
School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of academies.

We serve 11 Schools plus our SCITT facility, and are always looking for opportunities to expand our portfolio in the Nottingham and Derbyshire areas.

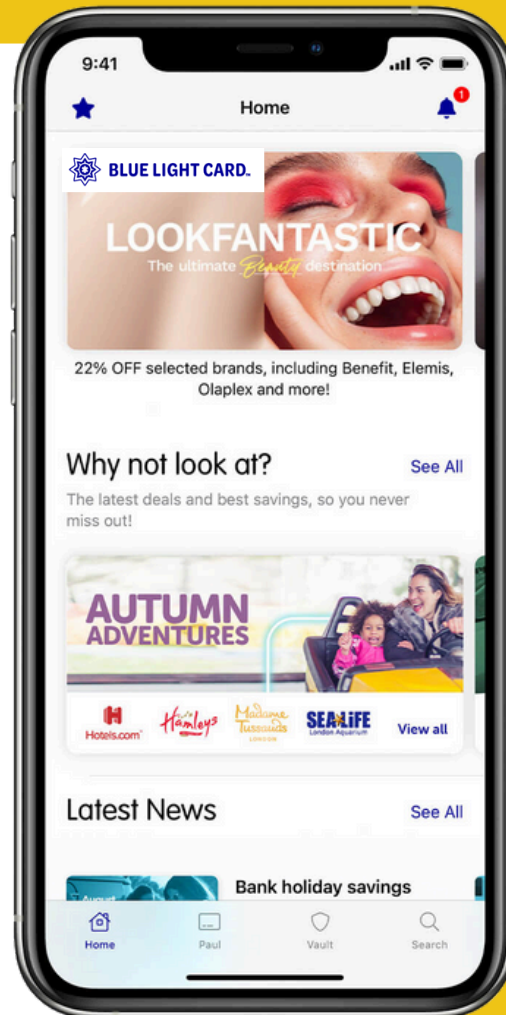
We believe in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies. We have a history of making schools better, serving disadvantaged communities and believe that we have a moral imperative to deliver for every child.



ARCHWAY BENEFITS



BLUE LIGHT CARD™



- From day one our employees are entitled to a range of Archway benefits to include shopping discounts and competitions:
- A free and confidential employee assistance programme offering counselling and advice
- Access to Teachers' Pensions
- Access to discounts across many retailers with the Blue Light Card
- 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

SAFER RECRUITMENT

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people under the guidance of KCSIE (**Keeping Children Safe in Education**). In order to meet this responsibility all candidates will be subjected to a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below. Please do not hesitate to contact the school if further detail is required.

Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the **Rehabilitation of Offenders Act 1974** (Exceptions) Order 1975 (2013 and 2020). Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Interview

Candidates will be subject to an in-depth, in-person interview and assessment, along with a telephone interview in some circumstances. At each stage of the process candidates will be asked to address any discrepancies, anomalies or gaps in their application form or arising from information gained at the previous stage of the recruitment process.

References

References from the previous and current employers will be taken up for shortlisted candidates, before interview, and where necessary employers may be contacted to gather further information or address any discrepancies, anomalies or gaps in the reference provided. Online searches Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability. Probation All new staff will be subject to a probation period (which may, in certain circumstances, be extended). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides Archway Learning Trust with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

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Equal Opportunities

Archway Learning Trust are dedicated to providing equal opportunities and will monitor the recruitment process rigorously to ensure fair access and opportunity for all. We are committed to ensuring our workforce is reflective of our diverse student population and is therefore committed to increasing representation of staff of Black, Asian and Minority Ethnic backgrounds across all roles and at all levels.

If you require assistance in reading this information or in completing the application form, please contact hr@archwaytrust.co.uk