

SEND Administrator & PA to the SENDCO and Deputy SENDCO

Start date: ASAP

Salary: Grade F Point 6 – 12
(£23,893 – £26,421 pa pro rata)

Actual Salary: £20,505 – £22,674 per annum

Part Time, Term Time plus INSET, Permanent

Following the promotion of our current SEND Administrator, as well as a review of and subsequent restructure of the SEND and Inclusion provision at Cirencester Kingshill School, we are looking to recruit a new SEND Administrator. The post-holder will be required to provide administrative support to the Learning Support Faculty, Lead Practitioner: SEND & Inclusion (SENDCO) and Deputy SENDCO.

We are seeking a post holder who shares the school's commitment of ensuring all students have access and opportunity to shape a greater future for themselves.

Duties will include:

- Liaising with parents/carers via email and telephone
- Supporting referrals and completing necessary paperwork
- Filing and record keeping
- Supporting TAs to support vulnerable students with intimate care
- Supporting with TA redirection and deployment on a day to day basis when the TA Coordinator is unavailable
- Understanding Exam Access Arrangements for students and completing application/paperwork for relevant exam bodies
- Requesting information from teachers for SEN Reviews, EHCPS (Education, Health and Care Plans) reviews and parent/carers meetings
- Liaising with SENDCO and Deputy SENDCO and diarising meetings and reviews
- Organise and maintain calendars for the SENDCO and Deputy SENDCO, liaising with them to diarise meetings and reviews
- Updating Class Charts and provision maps after SENDCO or Deputy SENDCO have made updates to provision
- Organising the electronic SEN folder to ensure records are accessible and up to date



CIRENCESTER
KINGSHILL
SCHOOL

Kingshill Lane
Cirencester
Gloucestershire
GL7 1HS

01285 651511

Applications by: 9.00am

Monday 22nd April 2024

Please see the Job Description for a comprehensive list of all post duties.

Hours

37 hours per week at the following times:

8.00am – 4.00pm: Monday – Thursday

8.00am – 3.30pm: Friday

The above hours include a 20-minute paid break (if working more than 4 hours per day) and a 30-minute unpaid lunch break, to be taken at times agreed with the Line Manager.

Salary Scale

Salary Scale Grade F point 6 – 12, £23,893 – £26,421 pro rata. Actual Salary per annum is £20,505 – £22,674.

Holidays

The post is term time only, plus INSET days (44.75 weeks per year). This includes 25.5 paid days holiday rising to 30.5 after 5 years continuous service plus statutory holidays. All holidays must be taken in the school holidays.

Safeguarding

Cirencester Kingshill School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. This post is subject to an enhanced Disclosure and Barring Service check.

We welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.



CIRENCESTER
KINGSHILL
SCHOOL

Kingshill Lane
Cirencester
Gloucestershire
GL7 1HS

01285 651511

How to Apply

- Please complete the Application Form for Support Staff (available via the school vacancies section on the school website).
- Include the names, addresses, contact numbers and email addresses of your two referees.
- Include your C.V.

Please note that applications without the above being completed/included will not be accepted.

- It would also be helpful if you could include a letter of application which explains how your experiences and skills will best fit the role of SEND Administrator & PA to the SENDCO and Deputy SENDCO.

Please email completed application forms and relevant documentation to

jobs@cirencesterkingshill.gloucs.sch.uk

or post to Cirencester Kingshill School, Kingshill Lane, Cirencester, Gloucestershire, GL7 1HS

**Closing date for receipt of applications:
9.00am Monday 22nd April 2024**

Interview Date: TBC

We look forward to hearing from you. If you require any further information please do not hesitate to contact the Personnel Officer on 01285 651511 ext. 203, or email:

jobs@cirencesterkingshill.gloucs.sch.uk

JOB TITLE: SEND Administrator & PA to the SENDCO and Deputy SENDCO

LOCATION: Cirencester Kingshill School - 11 - 16 Secondary School

HOURS: 37 hours per week at the following times:

8.00am – 4.00pm: Monday – Thursday

8.00am – 3.30pm: Friday

The above hours include a 20-minute paid break (if working more than 4 hours per day) and a 30-minute unpaid lunch break, to be taken at times agreed with the Line Manager.

GRADE: F

RESPONSIBLE TO: Responsible to the [Lead Practitioner: SEND & Inclusion \(SENDCO\)](#) and Deputy SENDCO and through the [Lead Practitioner: SEND & Inclusion \(SENDCO\)](#) and Deputy SENDCO to the Headteacher and Trustees

LINE MANAGER: Deputy SENDCO

RESPONSIBLE FOR: Not applicable

JOB PURPOSE: To provide administrative support to the Learning Support Faculty, [Lead Practitioner: SEND & Inclusion \(SENDCO\)](#) and Deputy SENDCO.

KEY TASKS:

Parental Support/Information

- First point of contact for parent/carers and visitors to the SEND faculty.
- Liaising with parents/carers and visitors via email and telephone.

Supporting SEND Faculty

- Supporting referrals and completing necessary paperwork.
- Updating Individual Education Plans (IEPs) and year lists to include reading ages, spelling ages, Vocational Related Qualifications (VRQs), Cognitive Ability Tests (CATS) and targets.
- Requesting information from teachers for SEN Reviews, EHCP (Education, Health and Care Plan) reviews and parent/carer meetings.
- Prepare and send review paperwork i.e., for annual reviews, Pastoral Support Plans (PSPs), Individual Behaviour Plans (IBPs) and exclusions, as well as update intervention logs.
- Providing administrative support to the SEND faculty members as needed. Managing and adapting to support the team on a daily basis.
- Ensuring the smooth daily running of the SEND office including signing in and out laptops, issuing the lift key, filing and record keeping.
- Supporting TAs to support vulnerable students with intimate care.
- Supporting with TA redirection and deployment on a day to day basis when TA Coordinator is unavailable.
- Understanding Exam Access Arrangements for students and completing application/paperwork for relevant exam bodies.
- Organise and maintain calendars for the SENDCO and Deputy SENDCO. Liaising with SENDCO and Deputy SENDCO about diarising meetings, events and reviews to ensure the smooth flow of their daily work commitments.

- Facilitating the day-to-day operational flow of the SEND Faculty, for example, ensuring all relevant paperwork is available in advance of meetings and copies provided to relevant parties who will be in attendance, source meeting rooms, as well as, if needed, organise hospitality, sort IT set-up, check room cleanliness etc.
- Updating Class Charts and provision maps after SENDCO or Deputy SENDCO have made updates to provision.
- Organising the electronic SEN folder to ensure records are accessible and up to date.
- Ensure all information is accurate for the school’s Annual Census, for example, ‘need’ codes are entered for the Data and Assessment Manager to produce the Census.
- Use SIMS (School Information Management System) to prepare any reports and keep these records up to date.
- Use CPOMS (Child protection Online Management System) in line with school procedures as needed.

This job description is to be reviewed annually.

Your job description is not your contract. The document is flexible and can be changed according to the needs of the organisation in agreement with your Line Manager or the Headteacher.

Other Conditions

Holiday entitlement

The post is part time, term time, plus INSET days, which totals 44.75 weeks of the year. This includes 25.5 days paid holiday rising to 30.5 days after 5 years continuous service plus statutory holidays. Holidays must be taken during the school holidays.

Claims/Time off in Lieu

If a member of Support Staff in their job description is required to work after their contractual hours or occasionally work outside their contractual hours, which has been agreed in advance with their Line Manager, they can either be paid for the agreed time on a claims basis or take time off in lieu in line with the school policy.

Resignation

A resignation period of 1 month is required.

Disclosure & Barring Service

All employees of the school are required to apply for a Disclosure & Barring Service Clearance Certificate.

This job description may be amended at any time after discussion with you, but in any case, will be reviewed before 1.4.25.

Post Holder Sign: Date:

Please print your name:

Line Manager Sign: Date:

Please print your name:



CIRENCESTER
KINGSHILL
SCHOOL

Kingshill Lane
Cirencester
Gloucestershire
GL7 1HS

01285 651511

Cirencester Kingshill School

Person Specification – SEND Administrator & PA to the SENDCO and Deputy SENDCO

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Qualified to a minimum level of GCSE Grade 4 (C) in English and Mathematics (or above) or hold a relevant equivalent qualification• Good standard of general education• Willingness to undertake further training when needed	<ul style="list-style-type: none">• First Aid at Work qualification
Experience, Understanding and Knowledge	<ul style="list-style-type: none">• Experience of working with young people• Proven track record in a similar role• Experience of working in a busy office environment• Excellent working knowledge of Microsoft Office, including Word, Excel, Outlook and Power Point• Good interpersonal skills, with an ability to communicate effectively verbally and in writing with students, staff, parents/carers and external agencies• Creativity and ability to find solutions to difficult problems• Organisational ability: to be systematic, efficient, meet deadlines and priorities• High personal and professional standards• Ability to maintain strict confidentiality• Creativity and ability to find solutions to difficult problems• Understanding of safeguarding procedures• Ability to collate and summarise data	<ul style="list-style-type: none">• Experience of working in an education setting• Understanding of the educational systems and current developments• Understanding of common pastoral issues and how to respond to the different situations• Experience of working with young people with additional needs or behavioural and emotional issues• Knowledge of SIMS and other education management information systems



CIRENCESTER
KINGSHILL
SCHOOL

Kingshill Lane
Cirencester
Gloucestershire
GL7 1HS

01285 651511

Cirencester Kingshill School

Person Specification – SEND Administrator & PA to the SENDCO and Deputy SENDCO

	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none">• Have flexibility and be motivated• Openness to new ideas and practices, adaptable with a positive 'can do' attitude• Ability to work unsupervised and deal with unpredictable situations, as well as work as part of a team.• Have tact and discretion, as well as be able to establish positive relationships with students, colleagues, parents/carers and external agencies• A supportive understanding of, and commitment to the School and its success• Good sense of humour• Have flexibility and be motivated	<ul style="list-style-type: none">• Willingness to take part in the wider life of the School



CIRENCESTER
KINGSHILL
SCHOOL

Kingshill Lane
Cirencester
Gloucestershire
GL7 1HS

01285 651511

Cirencester Kingshill School

Employee Benefits

Cirencester Kingshill School is proud to offer a wide range of benefits for our employees, which includes:

- Attractive salary and pension schemes – Teachers Pension Scheme (Teaching Staff) or the Local Government Pension Scheme (Professional Support Staff)
- Family friendly policies
- A range of statutory benefits including sick pay, maternity, paternity, shared parental and adoption leave
- Access to an employee assistance programme for all staff that offers services, including wellbeing, self-referral counselling, information on stress, weight management, smoking cessation
- Access to Occupational Health services
- New staff induction and support programmes
- Continuous service in other state funded schools will be honoured in relation to sick pay, holiday entitlement, pension rights
- Access to or provision of IT equipment (role specific)
- Access to CLPD and INSET, personalised for individuals through the schools' Appraisal procedures, including access to role specific academic study and professional qualifications
- Onsite parking facilities and cycle storage
- Staff social, sporting and wellbeing activities throughout the year
- The dining room is open for staff to use at break and lunch times
- Staff room with facilities, including tea and coffee
- There is an optional staff social fund