



**Haberdashers'
Academies Trust
South**

SEND Administrator Recruitment Pack

2022



www.habsfed.org.uk

Role Description

Job Title:	SEND Administrator
Contract type:	Permanent
Salary:	£21,310 - £22,905
School:	Haberdashers' Hatcham College, New Cross
Accountable to:	Director of SEND and Inclusion

The SEND Administrator will provide a comprehensive range of high quality administrative support to the Director of SEND and Inclusion to ensure efficient and effective operation of the SEND provision and Access Arrangements. They will manage and develop procedures, records and systems for SEND administration, maintaining a high standard of record keeping and ensuring statutory responsibilities are met. They will have excellent ICT skills to enable them to use a range of ICT programmes to efficiently deliver their responsibilities and develop and maintain effective systems for managing and communicating information.

The post holder will provide relevant information and support to staff and external agencies, to support the provision for our students with SEND. They will liaise with parents / carers and students, liaising sensitively and effectively with our key stakeholders.



Key responsibilities of the role

Administrative Duties

- To manage and develop procedures, records and systems for SEND administration, maintaining a high standard of record keeping
- To provide administrative support, including creating documents and reports using a range of ICT programmes to support an efficient and effective practice
- To operate and maintain an effective system for filing of all documents, including the SEND register, ensuring that all legal data record requirements are maintained
- To coordinate and undertake general administration, including arrangements for the identification, assessment and provision for all SEND pupils and in relation to pupils' Access Arrangements
- To maintain SEND and welfare files
- To coordinate, administer and minute meetings, including with students, parents/carers, staff and external agencies
- To support the production of Annual Reviews and other statutory paperwork
- To support with the administration of transition for students with SEND
- To generate SEND information from our school database and other monitoring systems
- To communicate with parents/carers, students, staff and external organisations, helping to ensure pupils with SEND receive excellent levels of care and support
- To respond to email, telephone and other queries as necessary
- To disseminate information, both internally and externally, in a timely fashion
- To support in managing timetables for Learning Support Assistants
- To maintain accurate financial records, including invoices, standing orders and payments for resources
- To assist with administration of incoming and outgoing mail
- To assist in the implementation of system and procedural changes resulting from new and revised policies and legislation
- To undertake other project work of an administrative nature as allocated by the Line Manager
- To undertake other such reasonable duties as directed by the Director of SEND and Inclusion

Pastoral and Behaviour Management

- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the College's safeguarding policies
- To challenge and correct any behaviours that are not in accordance with College policy
- To be able to check and challenge incorrect uniform and adhere to the colleges behaviour policy, and to manage any behaviour concerns
- To provide accurate information for parents as directed by the College and department policy and to attend parents' evenings and other presentation meetings as directed
- To set and maintain the highest expectations of all students and to monitor student behaviour and engagement across subjects.

General Responsibilities

- To work within the College and Trust framework with regard to health and safety
- To promote equal opportunities in the College
- To actively promote the aims and ethos of the Federation/College
- To support the College's commitment to the continued professional learning of all staff
- To contribute to the ethos of the college as a caring, supportive institution where Quality First Teaching is one of our key priorities
- To undertake any additional duties as may reasonably be required by the Principal

Person specification

Criteria	E s s e n t i a l	D e s i r a b l e	HOW IDENTIFIED AND ASSESSED AP -Application AS -Assessment I -Interview P -Presentation R -References
Education/Qualification and Training			
• School education or professional qualifications	✓		AP, AS, R
• Knowledge or training in special educational needs, code of practice (revised) etc. (including child protection issues).		✓	AP, AS, I, R
Experience			
• Experience of working in a school context or working with young people within a diverse environment		✓	AP, AS, I, P, R
• Excellent administration skills	✓		AP, AS, I, P, R
• Excellent IT skills	✓		AP, AS, I, P, R
• Experience of providing administrative support in a busy environment		✓	AP, AS, I, P, R
Knowledge and Skills			
• Ability to complete work with accuracy, attention to detail and working to deadlines		✓	AP, AS, I, P, R
• Ability to implement, maintain and manage accurate information retention systems		✓	AP, AS, I, P, R
• Ability to arrange and manage diary, meetings, produce agendas, minutes and reports to ensure an efficient service		✓	AP, AS, I, P, R
• Ability to follow Data Protection Act through handling sensitive data		✓	AP, AS, I, P, R
• Ability to work effectively and sensitively with a range of stakeholders, including students, parents / carers and external agencies		✓	AP, AS, I, P, R
• Ability to remain calm, composed and flexible within a busy and demanding environment		✓	AP, AS, I, P, R
• Ability to think strategically and successfully implement agreed strategies	✓		AP, AS, I, P, R

Person specification

• Successful experience of programme or project management and meeting deadlines		✓	AS, I, P, R
• Knowledge and experience in the education sector		✓	AP, AS, I, P, R
Professional Standards/Other Requirements			
• Excellent ICT skills	✓		AP, AS, I, P, R
• Excellent interpersonal and communication skills (e.g. use of positive language)	✓		AP, AS, I, P, R
• Ability to manage time effectively and prioritise workload	✓		AP, AS, I, P, R
• High level of initiative and ability to work independently		✓	AP, AS, I, P, R
• Ability to work under pressure, meet deadlines, and establish positive relationships with students, parents, governors, staff and outside agencies	✓		AP, AS, I, P, R
• An ability to work independently as well as part of a team	✓		AP, AS, I, P, R
• Reliable, respectful, responsible and conscientious approach		✓	AP, AS, I, P, R
• Ensure a high level of confidentiality	✓		AP, AS, I, P, R
• Safeguarding and promoting the wellbeing of young people	✓		AP, AS, I, P, R
• Commitment to the promotion of diversity, inclusion, equal opportunity and equal treatment	✓		AP, AS, I, P, R
• Sense of humour	✓		I, P, R
• Willingness to support human values of democracy, rule of law, Individual liberty, integrity and mutual respect.	✓		AP, AS, I, P, R

“My recent appointment onto the Executive Teaching Assistant Principal (ETAP) course to become Assistant Principal has been a very proud moment. That’s shown the faith the Head Teacher has in me and the support and development I have had at my time at Hatcham College.

No single person has the right answer and therefore we are able to draw upon one another’s expertise to work together for the best interest of the pupils.”

Secondary Assistant Principal

“ I applied to Haberdashers’ because it’s always been one of those prestigious schools and I just wanted to be a part of the Trust.

There is always somebody here to support you, to push you, to drive you and we all share the same goal – to provide a good education for all the children that come to our schools”

Primary Principal

Why Haberdashers?

Joining Haberdashers' Academies Trust South at any point in your career will be a rewarding and fulfilling experience. You will be part of a driven team that spans nine schools and a central services team in South East London and Kent, who are all resolute in their aim to make our schools excellent places to learn and work. We offer an attractive benefits package, plenty of professional development opportunities and a focus on career growth. You will also experience a flexible and supportive work environment with a focus on health and wellbeing, and a culture of openness and respect.

- **Providing talent development opportunities:** Habs Institute, the professional learning arm of the Trust, is committed to the development of all our staff and departments.
- **Haberdashers' Advantage:** our relationship with the Haberdashers Company ensures that working for the Trust is a truly exceptional and unique experience
- **Offering flexible working:** We are able to consider flexible and family-friendly working opportunities.
- **Pensions:** when you join the Trust you will be enrolled onto a Teaching or Local Government pension scheme
- **Supporting your health and wellbeing:** All our employees have free access to a 24-hour confidential counselling service.
- **Perks and discounts through Perkbox:** All our staff have access to employee benefits, recognition and wellbeing via the [Perkbox platform](#).
- **Season ticket travel loans & Ride2Work scheme:** Get help with travel through a travel ticket loan or help with buying a bike
- **Computer Loan Scheme & Microsoft Office:** Purchase hardware or software at a discounted rate
- **Discounts:** Enjoy money off with a range of suppliers including Apple and O2
- **Actively promoting equality and diversity:** We are committed to promoting an equal and inclusive community and attracting a diverse range of candidates.
- **Join us on our journey:** over the next five years we will bring our mission to life with our strategic vision of 'every school an excellent school'

To find out more about the benefits of a career at our Trust, please visit:
www.habsfed.org.uk/Benefits

“I really enjoy being able to make an impact on the different aspects of school life. If you want to apply, then you should just give it a go. There is so much opportunity for growth here.

- Secondary school support

“ Working in the Trust and in this job, I just love it. I love everything about it. There are so many opportunities in the Trust for growth and expansion”

- Secondary school support



Haberdashers' Academies Trust South

For a confidential discussion about this post
or to arrange a visit to the College, please
email HatchamHr@haaf.org.uk

Thank you for your interest in the
Haberdashers' Academies Trust South.
We look forward to receiving your
application.



Recruitment process and additional recruitment information

Closing date: Friday 15th July

Interview date: w/c 18th July 2022

Start date: September 2022

Recruitment Process:

Once you have submitted your application, it will be reviewed against the criteria in the person specification. On the basis of this review, you may then be invited to attend an interview. Details will be made available when selected, but the interview is likely to include:

- A written task
- Panel Interviews

We always involve our pupils and staff in the interview process.

Special Requirements:

If you require reasonable adjustments prior to your interview, these can be arranged by emailing hatchamhr@haaf.org.uk

Equality and Diversity:

We recognise the benefits of a diverse workforce. We are committed to eradicating discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference

References: We will obtain references from your referees if you are successful at interview. In order to prevent any delays, please ensure that the reference section of the application form is accurate and completed in full.

Right to work in the UK: Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents him/her from taking up employment. If you are invited to attend an interview, you will be asked to produce original and up to date documentary evidence of your right to work in the UK.

Data Protection: Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

Criminal Convictions: All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must inform on all spent and unspent convictions on their application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. List 99 is also obtained on anyone who will be working or coming into contact with children; and must be received by the School before employment can commence.