



Houlton School
SEND Administrator



Job Description and Person Specification

Welcome from the Principal

As the recently appointed Executive Principal of Houlton School, anticipating a new challenge and opportunity is always exciting. It is important to recognise that recruitment is a two-way process.

Our focus, as a Trust, is to provide the right environment for our academies to thrive in. At Houlton, our ambitions of nurturing potential, inspiring community, and delivering excellence are deeply rooted in the very core of the school. We are seeking an individual who resonates with our vision, someone dedicated to ensuring that every staff member and student has the opportunities needed to maximise their potential in all aspects.

You are looking for the right school in which to develop and progress, to contribute to the success of others and to receive the support that you need to feel fulfilled in your role. We hope that you agree that Houlton is exactly that kind of school. It's an exciting time for us as we strive to build on our successes, and we are on the lookout for an individual who shares the commitment and resilience to support this goal.

We welcome visits to Houlton prior to application because we are proud that:

- Our students are motivated and want to succeed
- Behaviour is excellent
- The variety of opportunities both within and out of the classroom provides all students with the opportunity to develop their interests and skills in a wide range of areas

At Houlton School, everybody counts. Staff and students will talk about the vibrant culture and support they get from each other – we truly are a community. Our key aim is to give every child the opportunity to flourish and develop into life-long learners, engaged in the world around them and ready to take their place in the world as resilient, caring, disciplined, well-educated and employable adults.

If you want to be part of a dynamic team, contribute to our excellent standards, and have high aspirations for young people, then Houlton School is the right school for you!

We look forward to meeting with you, so that you too can appreciate our wonderful school and its vibrant community.

Paul Brockwell
Executive Principal

About the Role

Thank you for your interest in the position of SEND Administrator at Houlton School.

This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. The pack aims to answer all your initial questions, but if not, please do not hesitate to contact us. It is extremely important to us that you feel comfortable and confident enough to proceed with your application, as we aim to make the very best appointment possible.

So, who are we looking for?

First and foremost, you are an experienced administrative professional or have other relevant administrative support experience.

You will possess exceptional organisation skills, be thorough with an attention to detail; you will have a warm and welcoming demeanour, presenting yourself with confidence and approachability. You will have a natural ability to problem solve and to pre-empt the needs of others. You thrive in an innovative working environment, build highly effective relationships, and show sensitivity towards the needs of others within an educational environment.

Above all, at your core is a strong moral purpose to provide the best daily deal for all stakeholders, but especially for the children and young people whom we serve.

Why work for Houlton?

- A large bi-lateral school committed to supporting all members of the school community to succeed
- You'll be working within a community of passionate, committed colleagues who genuinely support each other
- A staff wellbeing team implements various strategies to boost staff engagement including various activities, events, conferences, and many other staff benefits
- Excellent opportunities to develop and grow in the successful and expanding Transforming Lives Educational Trust, a growing Multi-academy Trust based within the local community
- To be part of an 11-18 provision with opportunities to teach in the sixth form

Our aim is to enable all students to achieve their potential academically and personally, regardless of ability or disability. We aim to increase whole school and community awareness of the importance of quality and equity of opportunity for all students and are committed to providing an integrated and inclusive curriculum to meet individual needs, promoting positive achievement and independence for all.

What next?

We want to hear from you if you are as excited as we are about this fresh opportunity within our successful and growing Trust. In return, we can offer the right candidate the chance to work within our innovative and forward-thinking Trust as well as offering excellent professional development and progression.

We encourage you to consider the information in this pack carefully and use it to picture yourself within the role at Houlton. Should you wish to discuss any element of the pack in more detail, please don't hesitate to contact us. We look forward to receiving your application, details on how to apply can be found below.

Job Description

Academy/College:	Houlton School
Job Title:	SEND Administrator
Salary:	NJC07 £24,294.00 – NJC11 £25,979.00 FTE Actual Salary: £20,779.00 to £22,220.00
Contract:	37.5 hours Term Time + 5 days Permanent
Responsible to:	Associate Principal for Inclusion
Key relationships/Liaison with:	• All Staff • Parents / Carers • Students
Job purpose:	Provide efficient administrative and organisational support to the Inclusion faculty, ensuring accurate management of SEND records, coordination of EHCP processes, effective communication with parents, staff, and external agencies, and the smooth running of Inclusion-related meetings, data systems, and departmental operations.
MAIN ROLE AND RESPONSIBILITIES:	
• Provide administrative support and assistance to the Inclusion faculty leaders. • Maintaining the records for all SEND students and updating parents / carers as appropriate • Updating the SEND & Alternative register as appropriate • Administering Education, Health and Care Plan (EHCP) meetings, communicating with attendees and preparing documents pre and post – meeting as appropriate • Producing and preparing the paperwork in preparation for Annual Reviews and interim meetings. • Collate student information • Liaison – phone calls/email with parents, staff, external agencies, WCC, including the inclusion team • Redirecting parental and student enquiries to other persons in a timely manner • Assist in maintaining links with home, as well as internal and external support services in student welfare	

- Updating use of school's database
- Diary management, including electronically
- Organising and arranging the itinerary of external agencies who visit the school.
- Stock and ordering, checking invoices and dealing with any queries. Check and enquire about the department's budget

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Person Specification

Job Title: SEND Administrator
Responsible to: Associate Principal for Inclusion

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.

Specification	Essential	Desirable
Qualifications/ Training	- Maths & English GCSE 4 or above - A good working knowledge of computer software packages including Microsoft Word, Excel and Google drive - A full UK driving licence	- Trained on SIMs software - Previous experience with Edukey software
Experience	- Strong administrative experience - Experience of diary management. - Successful development and monitoring of administrative procedures and processes. - Experience of a high degree of professional autonomy in relation to the key areas of school administration	- Relevant experience working in a school or business administration environment - Have experience of working within an educational setting with young people with SEND
Knowledge/Skills (Ability to)	- Excellent numeracy and literacy skills - Excellent organisational skills - Effective verbal and written communication skills - Good time management skills - Ability to organise own workload and determine	- An interest in SEND legislation and how these are fulfilled by an educational setting. - Some understanding of policies relevant to young people, especially those with SEND - Ability to resolve complex problems, some of which

	priorities within the working day • Ability to handle sensitive and confidential information and issues appropriately. • Ability to self-evaluate learning needs and actively seek CPD • Ability to work independently and as part of a team. • To establish good working relationships at all levels – students, teachers, senior management, board of trustees etc. • Produce and process data and documents to ensure accurate reports and information	are not covered by existing rules, procedures or instructions
Personal Qualities	• Calm • Flexible • Reliable • Professional • Confident	

How to Visit and Apply

Please read the information in this pack. If you are interested in this job opportunity, please apply by downloading the application form from our website (www.tlet.org.uk). Completed application forms should be emailed to careers@tlet.org.uk or posted to:

HR Department (Careers)
c/o Houlton School
Signal Drive
Houlton
Rugby
Warwickshire
CV23 1ED

If you have any questions about the role or would like to visit Transforming Lives Educational Trust or one of our Academies, please don't hesitate to contact us by emailing careers@tlet.org.uk or selecting option 1 on our telephone menu – 01788 593900.

If you decide to apply, you should include a supporting statement with your application form (either within the application or as a covering letter) on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the Trust.

Please do not send a general letter; we are really looking for someone who is prepared to respond to us as an individual Trust. You can be sure that we will take time and care in reading your letter; we appreciate how much time and energy goes into writing it.

Recruitment Timeline

- **Position advertised:** 17 August 2026
- **Closing date:** 01 September 2026 (9am)
- **Final shortlisting:** 01 September 2026
- **Final panel process:** 03 September 2026