



SEND Administrator

**Required as soon
as possible**

Headteacher:
Mrs Anne-Marie Horrocks
NOR: 1460

Ribblesdale School is committed to safeguarding and promoting the welfare of children and young people.

Any appointment will be made subject to a clear, enhanced Disclosure and Barring Service clearance (DBS), online checks (KCSIE 2026) and a pre-employee health screening.

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www.ribblesdale.org

Ribblesdale School
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APT&C Grade 4 (£25,185 – £25,989 FTE)
35 hours per week, term-time plus one INSET day
£20,249 – 20,896 (actual pro-rata)

We are seeking to appoint a **SEND Administrator** to support the efficient operation of our SEND department. Working closely with the SENDCo, families, external professionals and school staff, the successful candidate will play a key role in coordinating SEND administration and statutory requirements, helping to ensure that key activities are managed accurately, efficiently and within required timescales. This is an important role within the SEND team, requiring excellent organisational skills, attention to detail and the ability to manage multiple priorities. The postholder will coordinate EHCP Annual Reviews, including arranging meetings, inviting attendees, preparing documentation and ensuring paperwork is completed within statutory deadlines. They will also maintain accurate records, provide administrative support to the SEND team and help ensure the smooth running of the department.

Key aspects of the role include:

- **Coordinating Annual Reviews:** Organising EHCP Annual Review meetings, preparing documentation, gathering reports, taking minutes and ensuring outcomes are submitted within statutory deadlines.
- **Managing SEND administration:** Maintaining accurate pupil records and ensuring SEND documentation is organised, accessible and up to date.
- **Supporting statutory SEND processes:** Maintaining records, tracking key deadlines and ensuring documentation is completed accurately and on time.
- **Providing administrative support to the SENDCo:** Supporting communication, correspondence, relevant administration and the day-to-day organisation of the department.
- **Supporting SEND systems and processes:** Contributing to the effective administration and continuous development of SEND provision across the school.

This role sits at the centre of the SEND team, helping to ensure that statutory requirements and administrative functions are delivered accurately, efficiently and in the best interests of pupils with SEND.

Full details of this position can be found on this dedicated link:
[Ribblesdale School – Working at Ribblesdale](#)

The closing date for applications is 9.00 am on Monday 5th October 2026.