

SEND ADMINISTRATOR CANDIDATE PACK



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WELCOME FROM THE HEADTEACHER

Dear Applicant,

Thank you for taking the time to apply for the SEND Administrator vacancy.

High Expectations, High Aspirations and High Standards are what we firmly believe in and it is 'Through God, We Care' about each and every individual young person, to ensure that they will succeed. As a school, we are on an exciting journey where we provide colleagues with many opportunities to develop and grow. We are 'The Boteler Family' and in joining our school you will be working with a team of committed, dedicated professionals who live our vision and values in everything they do.

We are looking for an individual who is passionate about improving the life chances of the young people in our community and who will go above and beyond to ensure that our students get the best possible education. Hope, Compassion and Endurance are the three Christian Values which are at the centre of everything we do. We are looking for someone who will contribute to our high standards and outcomes with these core values as the foundations of policy and practice.

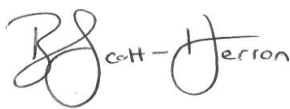
The students will always come first and they are the 'heartbeat' of our school. We pride ourselves on excellent relationships and we foster these to always ensure our students achieve.

Our ideal candidate will be an inspirational individual who has real impact and is committed to changing lives on a daily basis. They will be fully committed to our ethos, vision and values and be a proactive member of 'The Boteler Family' having a love of learning and that determination to see students flourish.

We were graded 'Good' by Ofsted in 2021. [Click here](#) to read the report.

If you share our commitment to educational excellence and improving the outcomes and life chances for our young people and you want to be an integral part of our success, then I look forward to hearing from you.

Yours faithfully



Beverley Scott-Herron
Headteacher



SIR THOMAS BOTELER CHURCH OF ENGLAND HIGH SCHOOL

Sir Thomas Boteler Church of England High School was founded in 1526 and became a Voluntary Aided Church of England High School in 2002. We are part of the Diocese of Liverpool and Chester and have a Christian Ethos founded upon Anglican beliefs and practices.

We are a founder member of The Challenge Academy Trust (TCAT) and converted in June 2017. TCAT is made up of 6 Primary Academies, 7 Secondary Academies and one 6th Form Academy/College.

- Appleton Thorn Primary School
- Beamont Collegiate Academy
- Bridgewater High School
- Broomfields Junior School
- Dallam Community Primary School
- Great Sankey Primary School
- Meadowside Community Primary School
- Padgate Academy
- Penketh High School
- Penketh South Primary School
- Priestley College
- Sir Thomas Boteler Church of England High School
- South Wirral High School
- The Sutton Academy

TCAT continues to go from strength to strength and there are a vast range of opportunities for staff from the separate academies to get involved in CPD and or leadership opportunities and development.

We have many strengths as a school and the most important one for us is the relationship with have within the school community and those with our families. We also are extremely strong in Performance Arts and especially Music. We are recognised nationally for our World Music programme and we are skilled in spotting and nurturing talent. We are a "Good Church School with Outstanding Leadership and Management" (OFSTED 2021 and SIAMS 2017) and our ethos, vision and values are extremely powerful. We lead with a strong moral purpose and the students are at the very centre of all our decision making. Our positive relationships are always visible and we have Highest Expectations, High Aspirations and High Standards in everything we do.

We place our young people at the heart of everything we do, investing in them so they feel confident, encouraged and motivated to excel. Success looks different for every individual, we harness, and we celebrate this at every opportunity

Our ethos underpins every aspect of school life; we seek to provide each student with the opportunity to attain their full potential and provide them with an essential toolkit of skills and qualifications to achieve their goals, fulfill their aspirations and succeed on their chosen pathway.

We are a vibrant school community who want all our young people to succeed at the highest level.

“THROUGH GOD, WE CARE”

WE CARE ABOUT THE 4CS

- **CHRIST** we live by our Christian values of Hope Compassion and Endurance
- **CREATION** we encourage everyone to respect and become stewards of God's creation
- **COMMUNITY** we respect all members of the school and wider community and celebrate our differences. We strive to serve the needs of others
- **CHILD** we show that every child is loved by God and valued by all. We strive to meet their social, spiritual, educational and physical needs

As Headteacher I live by these words of scripture “I am the good shepherd, the good shepherd lays down his life for his sheep” John 10:11. There is nothing I will not do for ‘The Boteler Family’ to secure its happiness and success. We have a very strong moral purpose and pride ourselves on our three Christian values of Hope, Compassion and Endurance. We will always stand firm in our beliefs and remain resilient, always being positive and focusing on solutions.





**SIR THOMAS
BOTELER**
CHURCH OF ENGLAND HIGH SCHOOL
THROUGH GOD, WE CARE

PART
OF
THE



THE
CHALLENGE
ACADEMY
TRUST

OUR VISION



TCAT will provide exciting and inclusive opportunities for every single learner entrusted into our care, from early years through to adulthood.

Learners will receive an outstanding modern education, from motivated and talented staff, supported by innovative and collaborative partnerships.

TCAT will provide an environment where every learner is nurtured, challenged and inspired to achieve the very best for themselves and their communities.

WWW.TCAT.UK.COM

SERVE | CHALLENGE | EMPOWER

JOB DESCRIPTION

POST:	SEND Administrator
SALARY RANGE:	Grade 4 Points 6-7 £25,989-£26,403 (Pro-rata for TTO £21,780-£22,127)
RESPONSIBLE TO:	Resource and Admin Team Leader

JOB PURPOSE

The post holder will provide administrative support to the SENDCo and provide clerical administrative support in the school office to teachers and support staff. The post holder will fully subscribe to the vision and values of Sir Thomas Boteler Church of England High School.

GENERAL RESPONSIBILITIES

1. Set high expectations, aspirations and standards in terms of:
 - Teaching and learning
 - Relationships with students, parents, colleagues and members of the community, engaging them all in the learning process
 - Personal standards of conduct, appearance, punctuality and attendance.
 - Compliance with all school policies
 2. Promote the vision and values of Sir Thomas Boteler Church of England High School through the mission statement of 'Through God, We Care' and 'High Expectations. High Aspirations and High Standards – You will succeed'.
 3. Promote the vision of The Challenge Academy Trust (TCAT)
-

SPECIFIC RESPONSIBILITIES

- Operate as a member of the administrative team and assist in delivering a highly efficient admin service.
- Cover for the main reception service, handling calls to the switchboard and enquiries from pupils, parents and visitors. Receive parents, visitors and representatives at reception, arranging for them to be taken to the appropriate staff and locate students if required.
- Provide administrative and clerical duties to support the SENDCo.
- Ensuring all Annual Review paperwork is carried out and submitted on time.
- Liaising with external agencies including other schools and the local authority.
- Updating staff on students' needs.
- Booking appointments with staff, parents, carers and external agencies.
- Attend meetings and Annual reviews, providing a note taking/minutes taking service.
- Update the SEN register and other records.
- Photocopying as required for meetings, staff and external agencies.

- Provide general clerical support to teaching staff assisting in the preparation of letters to parents, photocopying etc.
- Manage the external post and communication system (e.g. internal and external post, Arbor communications, email).
- Carry out duties with due regard to confidentiality and data protection regulations particularly with regard to pupil data.
- Carry out all duties maintaining the highest levels of customer care and service and adhering to the schools' safeguarding and security policies at all times.
- The post holder is responsible for the safeguarding and promotion of the welfare of children.
- Undertake such additional duties as are reasonable commensurate with the level of this post.
- Provide First Aid support to students and staff (Full training will be provided).

CONTEXT AND KEY CHALLENGES

- The role holder will maintain focus on the tasks in hand despite the innumerable interruptions by phone and in person.
- The SEND Administrator plays a key role in the school lives of students with special educational needs.
- The role holder must be able to work well in a team in order to facilitate the administrative work of the school.
- The role holder must maintain a professional and calm attitude at all times.

KEY KNOWLEDGE & SKILLS:

Qualifications:

- Role holder will have recognised qualifications in English and Maths.

Experience:

- Previous office experience would be an advantage.
- Experience of working in a school environment would be desirable.

Particular skills:

- Thorough knowledge of Microsoft Office especially Excel skills.
- Excellent communicator both verbally and in writing with the ability to deal sensitively with all customers.
- Excellent interpersonal skills.
- Ability to work as part of a team.
- Excellent keyboard skills.
- Knowledge of Arbor would be a distinct advantage.

General responsibilities:

- Ensuring all information required for SEND meetings is available ahead of schedule.
- Ensuring all general data requests are dealt with promptly and efficiently to a high standard.
- To set a good example in terms of:
 - Relationships with pupils, parents, colleagues and members of the community.
 - Personal standards of conduct, appearance, punctuality and attendance.
 - Work/life balance.
 - Continuous professional development.

- Confidentiality.

MAJOR DIMENSIONS

Working as part of the Admin team with three colleagues, working directly with the Admin and Resource Team Leader and SENDCO, indirectly with all other members of staff.

EVENTS TO ATTEND

- SEND meetings
- Department meetings
- Staff meetings
- Open Evening
- Other school events and meetings as directed by the Headteacher

WORKING RELATIONSHIPS:

- Internal – All members of staff and pupils, Governors
- External – Parents/Carers, TCAT Staff, LA Staff, Public, Colleagues from other schools.

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher to include responsibilities commensurate with the salary and job title.



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
TRAINING AND QUALIFICATIONS		
5 GCSEs A-C or equivalent including English and Maths	✓	
Willingness to participate in relevant training and development opportunities	✓	
ICT capability	✓	
FAITH STATUS		
Committed to implementing the school's Christian mission statement	✓	
Actively involved in the life and worship of a church, as recognised by churches Together in England		✓
EXPERTISE		
Ability to work independently	✓	
Ability to listen and communicate effectively	✓	
Experience of using the schools Arbor system		✓
Ability to build and maintain effective working relationships internally and externally	✓	
Ability to promote a positive ethos	✓	
Ability to work effectively in a high-pressure environment	✓	
KNOWLEDGE AND UNDERSTANDING		
Good listening skills	✓	
Effective written and verbal communication skills	✓	
Understanding of Microsoft Office	✓	
Awareness of inclusive education principles	✓	
Understanding of dynamics of a school community	✓	
Understanding of the wider context in which the school operates	✓	
Ability to work to tight deadlines	✓	
PERSONAL SKILLS AND ATTRIBUTES		
Excellent attendance	✓	
Excellent punctuality	✓	

Committed to inclusive education	✓	
Good decision making skills	✓	
Good communication skills	✓	
Able to work independently	✓	
Excellent interpersonal skills	✓	
Able to work as part of a team	✓	
Show clear understanding of the need for integrity/confidentiality	✓	
Reliability	✓	
Ability to work flexibly and to manage time effectively	✓	
Able to reflect and learn from experience/feedback	✓	
Resilience	✓	
Willingness to take part in first aid qualification.	✓	

APPLICATION PROCESS

Please visit our website's vacancy page and complete the Support Staff Application Form along with the Rehabilitation of Offenders Disclosure Form. Forms should be returned to:

Miss Jenny Muckley
Headteacher's PA/HR Manager
Sir Thomas Boteler Church of England High School
Grammar School Road
Warrington
Cheshire
WA4 1JL

Telephone: 01925 636414
Email: jmuckley@boteler.org.uk

WWW.BOTELER.ORG.UK/VACANCIES



SIR THOMAS BOTELER

CHURCH OF ENGLAND HIGH SCHOOL

THROUGH GOD, WE CARE



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