



SEND Administrator

GRADE: 6 (Point 06-07)

ACTUAL SALARY: £11,356 - £11,572 (Pending NJC
Pay Award 2024-25)

Contract: 20 hours per week, 39 weeks per year,
flexible and hybrid hours to be considered

Start Date: ASAP

CANDIDATE INFORMATION PACK



What is included within this pack?

Within this pack you will find both information and advice on applying for a role with Esteem Multi-Academy Trust including:

- Welcome from the CEO
- About Esteem Multi-Academy Trust
- Welcome from The Headteacher
- About the School
- Job advertisement
- Job description and person specification
- Safeguarding and checks
- Application process and timeline

Welcome from Esteem Multi-Academy Trust



Dear applicant,

Thank you for your interest in Esteem Multi-Academy Trust (MAT). The Administrative Assistant position presents a fantastic opportunity for somebody who shares our values and beliefs to join our team at a very important time.

We are eager to appoint an Administrative Assistant to provide clerical and administration support to the school.

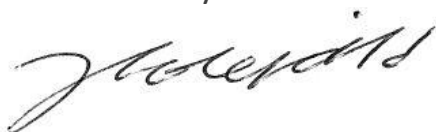
Stanton Vale School is a vibrant, stimulating and specialist community in which pupils and staff value themselves and others. We aim to challenge, motivate and empower individuals with the skills and knowledge for a life beyond school. We want the students and staff of Stanton Vale to be both aspirational and inspirational.

If you think you have got what we are looking for, we look forward to receiving your application for consideration.

For further information, please contact Tarina Chow on 0115 9729769, via email to info@stantonvale.co.uk or visit our website at www.esteemmat.co.uk/vacancies. Please use the relevant application form on the MAT website; CVs alone will not be accepted.

I wish you well in your application.

Yours faithfully



Julian Scholefield
Chief Executive Officer

About Esteem Multi-Academy Trust

Esteem MAT was formed in 2018 and now consists of 14 academies from the East and West Midlands. Many of our pupils have special educational needs and/or disabilities or are disadvantaged. Therefore, inclusion is our watchword, and our vision is for Esteem to be a learning community of excellence for SEND and alternative provision in the Midlands. However, we want mainstream schools to join us too as they have many pupils with SEND or who are disadvantaged. We want all our pupils to achieve their full potential whatever type of school they attend.

Our vision is to be a Trust that:

- Leads and supports our academies to provide the highest standards of education and development for all our pupils
- Enables academies with a shared sense of purpose to benefit from alignment whilst maintaining individuality
- Provides a strong, collective voice for our academies at a local and national level
- Delivers support and SEND expertise to our academies and to other schools and local authorities

Our vision will be delivered via our three core strategic aims. Everything we do should be ultimately focused on doing these three things well:

- We will provide an ambitious, inspirational, bespoke education, setting the foundation for the future and ensuring our young people are ready for the world.
- We will deliver high standards and value for money from our support services, resources, estate and technology.
- We will invest in and support our people, exploiting opportunities for collaborative, continual professional development, sharing of expertise and best practice

Our people are our most valuable resource. We invest in them by providing high quality specialist training, opportunities to collaborate and develop their careers within Esteem.

We greatly value each school's unique identity, which reflect the diverse needs of the pupils. It is also important to us that our pupils feel they belong to their school community. This is why we believe that our schools need strong leaders and governors who understand their local context. Being part of a family of schools in a trust brings the added benefits of support and collaboration. We know that sharing ideas and working together are the best ways for our schools to continue to improve for the benefit of all our pupils.

Welcome from the Headteacher

Dear prospective applicant,

Thank you for your interest in applying for the post of Administrative Assistant at Stanton Vale School. Stanton Vale is an all-age academy with students joining from age two and potentially staying with us until they are nineteen. The students have a range of needs and abilities, but mainly have severe, complex or profound and multiple learning disabilities. The academy has a growing reputation for working with more complex youngsters, which means our staff are skilled in supporting the physical and complex health needs of these students.

Stanton Vale School is a relatively small academy, with 120 students on roll. This gives the academy a close community atmosphere, where students feel safe and happy as they are supported and empowered to reach their full potential. We are proud of the fact that our academy is a great place, both to learn and to work.

We have a dedicated and talented staff team who have genuine ambition for the students they teach. Our governing body is supportive and challenging as well as being open to new ideas and fresh approaches. But it is the students who are at the heart of Stanton Vale School. It is their enthusiasm and drive that makes the academy such a special place.

As well as making a positive contribution to the lives of our students, we can offer you:

- A supportive, collaborative and friendly staff environment where you will have the chance to make a real and positive impact on the lives of Stanton Vale School's students
- Professional and continuous training programmes and a supportive career progression
- Generous pension schemes (LPGS)
- A range of health and wellbeing services through Westfield Health
- Free, on-site car parking
- School social events
- A commitment to staff well-being



STANTON VALE SCHOOL



Within this pack you'll find lots of information on the application process and about the academy. However, you may also wish to visit us and see for yourself the energy, enthusiasm and above all the joy for learning of the students here.

We welcome applications from candidates who, having read the application pack, feel they have the necessary skills, experience, and strength of character to fulfil the challenges of the role. The closing date for applications is 23:59 on 18 November 2024. A visit to the site is encouraged, please contact the school on 0115 972 9769 to arrange this.

Interviews for this post will be held during week commencing 25 November 2024.

Thank you again for your interest in our academy; I wish you well with your application.

Yours faithfully,

Emma Kehoe
Headteacher
Stanton Vale School

About Stanton Vale School

Stanton Vale School is a vibrant all age special academy located in Long Eaton, working with students primarily from the south east of Derbyshire but also from Derby City, Nottinghamshire and Leicestershire. Our students' complex needs can act as a barrier to effective learning. The academy has a strong reputation for multi-disciplinary work aimed at overcoming these challenges. We then build on this by focusing on what students can do.

Our most complex students benefit from a specialist sensory based approach and learn through an experiential curriculum. Our more able students spend time working on key skills of learning and, at an appropriate time, their curriculum may become more formal in line with their developing skills and understanding. For all our students, outcomes rooted in their Education Health Care Plan (EHCP) are the driver to their learning and individual curriculum. As with any special school, we ensure equality of opportunity for our students and work hard to provide a range of additional activities such as college visits, residential activities, community visits and enhanced provision in sports and especially the arts.

The academy also benefits from having a dedicated nurse on site as well as access to speech & language therapy, physiotherapy and occupational therapy. Strong links with parents and governors are fostered through a range of formal and informal events with the academy striving to be at the centre of its community.

The students benefit from access to a swimming pool on site as well as specialist teaching spaces such as a 'soft mobility room', library, adapted kitchens. Externally we have large grounds. Dedicated play spaces are complimented with an allotment, quiet area and an outdoor willow learning space. Students also spend time at The Long Eaton School as well as attending Central College as appropriate. The academy is a MOVE Centre of Excellence as the purpose of MOVE is to help children gain functional mobility. We have

Further information about our academy can be found on the website at www.stantonvale.co.uk

Advertisement

Job Title: SEND Administrator

Location: Based at Stanton Vale School

Grade/Salary: Grade 6 (Points 6-7) Actual Salary £11,356 - £11,572 (Pending NJC Pay Award 2024-25)

Start date: ASAP

Contract: Part time, 20 hours per week, Term Time Only

Stanton Vale School is a vibrant, stimulating and specialist community in which pupils and staff value themselves and others. We aim to challenge, motivate and empower individuals with the skills and knowledge for a life beyond school. We want the students and staff of Stanton Vale to be both aspirational and inspirational. We are passionate training and developing our staff.

We are eager to appoint an Administrative Assistant to provide effective and efficient reception and administrative support to the Headteacher and School Business Manager.

This role will be responsible for providing comprehensive administrative support, including operating relevant manual and computerised systems, in accordance with policies, regulations and procedures.

Reporting directly to the School Business Manager, the ideal candidate will have Level 2 or equivalent in a relevant subject and/or office experience as well as experience of working within a school.

Benefits include: Local Government Pension Scheme, school holidays, Westfield Health membership and free parking.

For further information, please contact the Admin Team at Stanton Vale School, on 0115 972 9769, via email to info@stantonvale.co.uk or visit our website at www.esteemmat.co.uk/vacancies. Please use the relevant application form on the MAT website; CVs alone will not be accepted.

Closing date for applications: 18 November 2024 (23:59)

Interview date: WC 25 November 2024

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Job description and person specification

Job Description: SEND Administrator

Job Title:	SEND Administrator
Band:	Grade 6
Reports to:	Line managed by the Operations Manager you will be formally accountable to the Executive Business Manager, Operations Manager, Assistant Head of Inclusion and the Headteacher.
Responsible for:	Not applicable
Liaison with:	
Job Purpose:	To provide efficient and professional SEND secretarial and administrative support. This involves prioritizing work load effectively under pressure and coping with conflicting demands and interruptions in order to meet internally and externally imposed deadlines.
Principal Accountabilities:	
Duties:	<ul style="list-style-type: none"> • Provide overall SEND Administration support to the school including SEND, EAL, and Children Looked After by means of collating and inputting data onto our information systems • Dealing with all SEND related correspondence, be it with outside agencies, parents, and staff. • Providing and collating accurate data from all systems used in the school. • Ensure all statutory deadlines for submissions of data are met. • Plan and gather documentation for annual reviews, liaising with all necessary staff and outside agencies. • Provide administrative support for meetings by agreeing agendas, recording and typing minutes • Produce templates, forms and resources as directed by the SLT or the Operations Manager. • Review and maintain SEND operating procedures to ensure copies are kept up to date. • Responsible for receiving emails into school and dealing with these accordingly. • To maintain the consultations and meet with SLT regarding the consultation process • To attend meetings with the Assistant Head of Inclusion and/or other staff to discuss and identify any future requirements to promote high standards of efficiency within the Department. • Lead the coordination of annual reviews across the whole school • To work in partnership with staff, parents, carers and other professionals throughout the annual review process. • Complete all admissions for new starters • Organise and coordinate all consultations with relevant stakeholders • Any other duties that are identified to be job related

Person Specification: SEND Administrator

QUALIFICATIONS AND EXPERIENCE	
Essential	<ul style="list-style-type: none"> • GCSE Maths and English Grade C or above (or equivalent) • Working in an office environment • Experience in using IT software including Microsoft packages, Microsoft forms, excel and word
Desirable	<ul style="list-style-type: none"> • Level 3 Business Admin or above • School information management • Working in a school environment including communicating effectively with pupils, parents and carers. • Communicating with members of the public • Experience of working with SEND Admin
KNOWLEDGE AND ABILITIES	
Essential	<ul style="list-style-type: none"> • Organisational skills including prioritisation • Communication skills both written & oral • Listening skills • Ability to interpret information/data • Literacy & Numeracy skills • Accuracy & attention to detail • Ability to undertake all routine office practices • Ability to comply & work with procedures & policies • Good IT skills including word processing & spreadsheets • To work effectively across teams and functions • To follow instructions & complete work unsupervised • To exercise & promote customer care
Desirable	<ul style="list-style-type: none"> • Analytical skills • Knowledge of Financial regulations & payment systems • Knowledge of GDPR • Knowledge of policies & procedures

Safeguarding and checks

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Esteem Multi-Academy Trust's Safeguarding Policy applies to all adults, including volunteers and agency staff, working in or on behalf of the MAT.

Each student's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with special educational needs and disabilities, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world positively. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all students within our academies.

The MAT pays full regard to the DfE 'Keeping Children Safe in Education September 2024' guidance. We ensure that all appropriate measures are applied in relation to everyone who works for the MAT who is likely to be perceived by the students as a safe and trustworthy adult including volunteers and agency staff. As part of our safer recruiting practises, we scrutinise applicants; verify their identity, academic or vocational qualifications, obtain professional and personal references, check full employment history and ensure the applicant's health and physical capacity is suitable to undertake the role. Interviews and DBS checks are also undertaken.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, either paid or voluntary, your current employer will be asked about disciplinary offences, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any investigation or disciplinary proceedings.

If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children or young people, your current employer will be asked about your suitability to work with children and young people, although it may be answered "not applicable", where appropriate, if your work has not brought you in to contact with children or young people.

Application process and timeline

Application forms are available on our website at <https://www.esteemmat.co.uk/vacancies>

After the closing date, shortlisting will be conducted by a panel who will match your skills and experience against the criteria in the Person Specification. You will be selected for interview purely on your application form, so please ensure that you read the Job Description and Person Specification carefully before you complete your application form.

All candidates invited to the interview and assessment day must bring the following documents; original documents only, copies will not be accepted:

- Documentary evidence for your right to work in the UK
- Documentary evidence of identity which meets the DBS requirements i.e. current photocard driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address i.e. utility bill, financial statement etc.
- Where appropriate, documentation evidencing a name change
- Educational or professional qualifications that are necessary or relevant for the post

Further information relating to DBS check documentation requirements can be found on the Government website at <https://www.gov.uk/guidance/what-you-need-to-know-about-the-dbs-check>

If you are not the successful candidate, all your personal information will be destroyed, in a secure way, in line with General Data Protection Regulations (GDPR May 2018) guidelines.

References will be sought for shortlisted candidates for any central office-based positions and we may approach previous employers for information to verify experience or qualifications prior to interview. Any relevant issues arising from references will be discussed at interview.

Your completed application form and supporting letter should address and evidence the essential and desired criteria in the Person Specification.

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Interview date: WC 25 November 2024

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