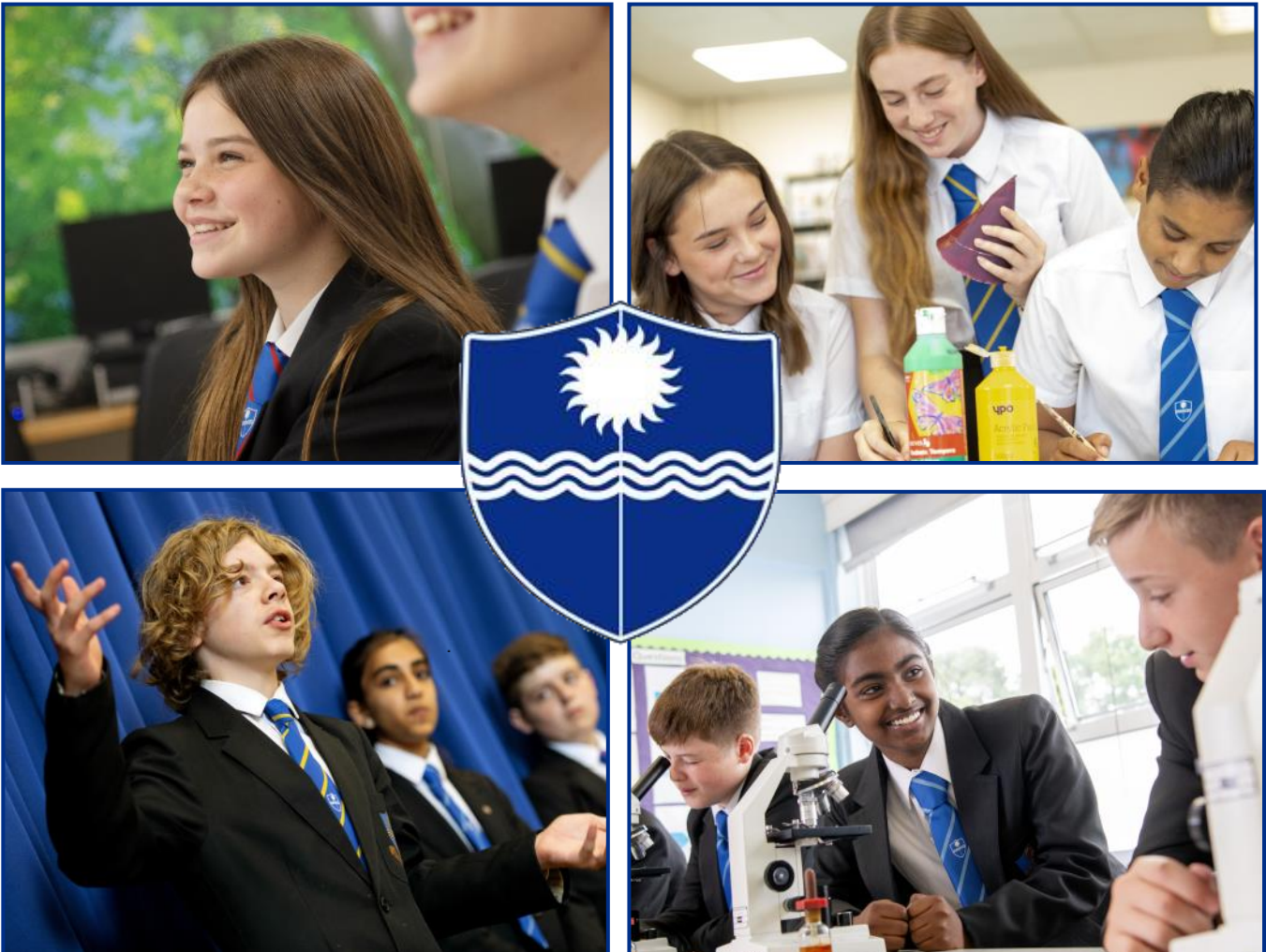


**Welcome to**  
**Sunbury Manor School**  
**SEND Administrator**  
**Applicants Information Pack**



Commitment | Community | Responsibility | Kindness | Respect



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# Message from Head Students

Sunbury Manor School is a supportive environment that we believe has encouraged all of us to thrive on our own personal pathways. No matter your ambition you will always be pushed to succeed by both our teachers and students. Not only does Sunbury Manor acknowledge an individual's strengths, but recognises and supports when you need more help.

We feel that one of the greatest aspects about Sunbury Manor School is its unique opportunities that it offers all of its students, covering all areas of interest. One of our amazing sporting opportunities that our school offers is the chance to become a Ball Boy or Ball Girl at the Wimbledon Tennis Championships in Year 9 and 10. Other extra-curricular sporting activities that students are encouraged to participate in consist of football, rugby, netball, badminton, cricket, rounders and many more. These can result in outstanding trips to venues like The Oval for cricket, Twickenham Rugby Stadium and the Copper Box. As well as this, our school provides us with the chance to become Sports Captains and Leaders to gain leadership skills. If sport is not your thing, Sunbury Manor provides multiple amazing opportunities such as Youth Speaks, subject trips, an annual drama production, college trips and the chance to apply to become a prefect, senior prefect, House Captain or Head student.

The school's House System encourages a friendly competitive nature around the school, which promotes involvement in a variety of House challenges and competitions. The Student Council provides a strong student voice, which contributes greatly to decision making within the school. These work together to push the school's five core values; commitment, community, kindness, responsibility and respect. Overall, Sunbury Manor School is a safe and inclusive environment, which guides all students to thrive and develop as people throughout their five years.





# About Sunbury Manor

**COMMITMENT**

**COMMUNITY**

**RESPONSIBILITY**

**KINDNESS**

**RESPECT**

We aim to be an exceptional school at the heart of the community. We create opportunities for our students to thrive, lead and succeed. We expect excellence from all of our students through ambition, aspiration and dedication.

A warm welcome to Sunbury Manor School, a proudly comprehensive, mixed 11-16 Single Academy Trust school with approximately 1200 student on roll, with capacity to grow. We are located on the edge of Surrey and Southwest London. We were graded Good by Ofsted in October 2019. Sunbury Manor is a happy, successful and highly inclusive school.

Students in Key Stage 3 study a full curriculum for three years. Option subjects for Key Stage 4 continue to remain broad and balanced. The fundamental role of our school is to provide a high-quality learning experience and all teachers strive to deliver well planned, challenging and engaging lessons. We are committed to maintaining a strong and cohesive teaching staff of qualified subject specialists in all areas of the curriculum. This allows us to provide a high-quality experience in the classroom for all learners. We believe our students deserve the very best when it comes to their learning, which is why we aim to provide quality training and continued professional development for all our staff. This is essential to ensure that all staff are up to date with their subject knowledge and awareness of an ever-changing educational landscape. We are clear in our mind that students learn best when they can

develop a trusting relationship with their teachers and support staff; people they know who have their best interests at heart and can guide them to make improvements by monitoring their progress over time. We believe that homework is an essential tool for helping students to develop their skills and become independent learners; something that is clearly essential when it comes to preparing young people for the wider world of further education and work.

Extra-curricular and leadership opportunities are wide and varied enabling our students to experience different challenges and activities including; debating competitions, board game clubs, Duke of Edinburgh, Wimbledon ball girl/boy trials, home cooking club, trips to Barcelona, WW1 battlefields and many more.

Please take a moment to read our prospectus and newsletter, we hope it gives you a sense of the wonderful opportunities we offer. We also welcome visitors to our school if you would like to take a tour.



**SEND Administrator Salary: SMS 6.1 to 6.6**  
**£23,167 - £28,303 FTE (£20,085—£23,523 pro rata)**  
**Permanent | Start date: ASAP**  
**36 hours per week, term time only**

Are you able to think logically, plan methodically and work with integrity? This position is pivotal to the overall success of the Learning Support Department and ultimately the SEND provision that we provide to our students, their families/carers, staff and external agencies.

The successful applicant will be responsible for providing an outstanding administrative service to the SEND Coordinator (SENDCo) and Learning Support Faculty.

**Ideally you will:**

- Have at least 2-3 years' experience of working in an office environment
- Have a minimum of GCSE / O-Level Grades A\* to C in English and Maths or equivalent
- Have effective written and oral communication skills in English
- Have excellent inter-personal skills, ability to work collaboratively and within a team
- Have knowledge of relevant safeguarding/child protection legislation and best practice
- Be self-motivated, self-reliant and well organised
- Be able to cope with conflicting demands, deadlines and interruptions.
- Be able to use Word, Excel and Outlook to intermediate level

**Desirable Criteria:**

- Have work experience in a similar or same role in an administrative capacity
- Have experience of Sims Database, and other education data sets.
- Have experience of working within an educational setting with young people with SEND

In addition to the salary, we offer the following:

- 24 days annual leave + 8 bank holidays (rising to 28 + 8 after 5 years service) pro rata
- Access to Surrey staff benefits scheme, providing discounts on a range of services
- Level 1 health cash back scheme with Westfield Health
- Contributory Local Government Pension Scheme
- Complimentary access to the onsite leisure centre with gym, pool and classes
- Free onsite secure parking

# Advert

## SEND Administrator

If this position is of interest and you are ready for a fresh challenge, then we would love to hear from you.

**Application closing date Thursday 14th December at 9am - Interviews will be held w/c**

**Monday 18th December.**

The School reserves the right to appoint before the closing date therefore early application is advised.

We do not accept, nor will we be bound by, any unsolicited applications from agencies - such applications will be deleted and CVs will not be considered.

Applications will be considered as they are received, we reserve the right to make an appointment prior to the closing date.

### **Safeguarding Statement**

Sunbury Manor School is committed to safeguarding and promoting the welfare of children, applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, and evidence of qualifications will be required.

*The above-mentioned duties are neither exclusive nor exhaustive, duties and responsibilities of the post may change as requirements and circumstances change. The post holder may be required to carry out such other duties as requested by management that are broadly within the level of the post.*

# Job Description

## SEND Administrator

### RESPONSIBLE TO

SENDCo

### PURPOSE OF THE ROLE

To be the first point of contact in the Learning Support Faculty for staff, students, parents/carers and external agencies. The post holder will be responsible for providing an outstanding administrative service to the SEND Coordinator and Learning Support Faculty. To undertake a range of administrative duties to support the Inclusion/SEN department to deliver a consistent, high quality, integrated and seamless service.

### MAJOR FOCUS OF ACCOUNTABILITIES

- Provide administrative support to the team, acting as first point of contact for parents/carers and external agencies
- To coordinate Annual Reviews and SEND Arrangement meetings including timetabling meetings and liaising with parents/ carers, staff and external agencies
- Request and collating feedback from staff
- Maintain manual and computerised records/management information systems and shared resources e.g. assessments, SEND register and Provision maps
- Attend and take notes at meetings, produce and circulate minutes as necessary
- Support with the administration of the departmental budget
- To assist in the implementation of system and procedural changes resulting from new and revised policies and legislation
- To facilitate visits from external agencies including booking rooms, liaising with parents/carers and students etc



# Person Specification

## SEND Administrator

Criteria	Qualities
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• A minimum of GCSE (or equivalent) in English and Mathematics – Grade C or above</li> <li>• Proficient and confident use of IT including Excel, Word and Outlook</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Direct work with secondary aged children AND their families</li> <li>• A minimum of 2-3 years of working in an office environment</li> <li>• Have experience of Sims Database and other education data sets such as Provision Map</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to plan and prioritise a range of regular and irregular tasks within specific deadlines.</li> <li>• Ability to build and form good relationships with students and colleagues.</li> <li>• Ability to work constructively as part of a team, understanding school roles and responsibilities.</li> <li>• Excellent verbal and written communication skills appropriate to the need to communicate effectively with a range of audiences.</li> <li>• Good standard of numeracy and literacy skills.</li> <li>• Ability to use ICT software packages, equipment and other resources effectively.</li> <li>• Ability to absorb and understand a wide range of information</li> <li>• Experience of working in a school or similar establishment with secondary aged children.</li> <li>• Knowledge of policies, procedures, codes of practice, and awareness of relevant legislation.</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school</li> <li>• Commitment to the school's ethos, aims and its whole community</li> <li>• Commitment to equality</li> <li>• Able to follow direction from line manager</li> <li>• Demonstrates initiative and ability to work when under pressure and priorities effectively and can work independently when required</li> <li>• Able to work flexibly and respond to unplanned situations</li> <li>• Able to appropriately deal with confidential information and maintain confidentiality at all times</li> <li>• Ability to maintain appropriate professional boundaries</li> <li>• Excellent team work</li> <li>• Adaptable, flexible, creative</li> <li>• Enthusiastic and motivated</li> <li>• Problem solver</li> <li>• Awareness and understanding of data protection &amp; confidentiality</li> <li>• Passion for supporting young people to achieve their full potential</li> <li>• Efficient and meticulous in organization</li> <li>• Desire to enhance and develop skills and knowledge through CPD.</li> <li>• Commitment to the highest standards of child protection and safeguarding</li> <li>• Recognition of the importance of personal responsibility for health and safety</li> </ul>

**Notes:**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.

This is a common occurrence and would not justify a reconsideration of the grading of the post.

This job description may be amended at any time in consultation with the postholder.