

EXTERNAL

SEND Administrator

Hours of Work: Full time, Term Time Only

Salary: Grade 6, points 7-12, £26,403 - £28,598 FTE

Actual Salary: £22,710 - £24,598

The Long Eaton School are seeking to appoint a professional, enthusiastic and courteous SEND Administrator. You will work closely with the School SENDCo, providing detailed administration support to both the POD Office and the Enhanced Resource Centre. The post holder will be a key part of the Learning Support Team within the school, providing an efficient, effective and professional service. The post holder will need to demonstrate a highly motivated and confident administration service, with exceptional organisational skills, an eye for details and have the ability to plan and balance priorities. The role will include arranging and minuting meetings, including student annual reviews, report writing and maintaining the SEND data base. The post holder will work with families, carers and external agencies in the aim to support some of our most vulnerable students.

The successful applicant will be professional, adaptable, motivated and resilient, able to demonstrate the skills required to ensure an effective administration function is enjoyed by the School. The post holder will provide an excellent and high quality admin service, playing a key part in helping the School raise achievement and outcomes through their excellent attention to detail and accuracy.

They will have high expectations of themselves and others, promoting a positive attitude and taking pride in their work and professional credibility.

In return we can offer:

- Archway benefits to include shopping discounts and competitions
- A free and confidential employee assistance programme offering counselling and advice
- Generous pension schemes
- Access to discounted travel schemes
- Cycle to work scheme
- Comprehensive training and support
- Opportunities to develop new skills and progress your career
- Eye care voucher scheme
- Free flu vaccine
- Access to e-learning and development

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to the satisfactory completion of an enhanced DBS check, Barred List check, the receipt of satisfactory references and any other statutory checks that are required for the post. We are an equal opportunities employer.

For more information about Archway Learning Trust and the vacancy, please visit www.archwaytrust.co.uk/vacancies. To apply for the role click apply which will take you to the application form for the post. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role.

Closing Date: 9am, 7th December 2025