

JOB DESCRIPTION

Post title	Specialist SEND Administration Manager	Reporting to	Director of SEND
Location	Shireland Collegiate Academy Trust – Central Team	Grade	Band F SCP 26 – 31 (£37,280 - £ 41,772)
Contract type	Full-time (negotiable part-time) Permanent	Hours of work	37 hours per week Term Time +1

Post Summary

This is a new role that we are developing within the central team and is linked to the new SEND Reforms. The role will be shaped and developed as more information, guidance and legislation emerges.

The SEND Administration Manager will provide high-quality administrative and organisational support to the Trust's central SEND team. Working closely with the Director of SEND and other key central colleagues, the postholder will play a critical role in ensuring the effective coordination, compliance, and communication across the Trust.

The postholder will play a critical role in maintaining high-quality, timely information sharing with schools and SENDCos, supporting statutory processes, and enabling the central team to operate effectively through strong administrative systems, attention to detail, and proactive organisation.

Safeguard and promote the welfare of children and young people and follow school and Trust policies including the staff code of conduct.

Duties and Responsibilities

- Provide high-level administrative support to the Director of SEND and other Central Team Colleagues, including diary management, meeting coordination, and preparation of professional documentation.
- Produce accurate and well-presented reports, minutes, and correspondence suitable for senior leaders and external partners.
- Maintain systems to track key SEND activity across the Trust (e.g. reviews, compliance, training, audits).
- Lead on the organisation and dissemination of key SEND information to schools and SENDCos, ensuring clarity, consistency, and timeliness.
- Maintain central records and databases, ensuring data is accurate, up to date, and compliant with GDPR.

- Coordinate Trust-wide communication (e.g. updates, briefing papers, termly information packs for SENDCos).
- Act as a key administrative link between the central team and schools.
- Respond to queries from SENDCos and school leaders, ensuring queries are directed appropriately and resolved efficiently.
- Support the logistics and organisation of Trust SEND networks, forums, and training events.
- Coordinate administrative elements of statutory SEND processes where required (e.g. tracking annual reviews, supporting documentation collation).
- Organise training events (venues, materials, attendance tracking, certificates).
- Support audits, quality assurance activities, and compliance checks.
- Work closely with central colleagues (e.g. safeguarding, attendance, inclusion, HR) to ensure aligned systems and communication.
- Contribute to the continuous development of effective administrative systems across the Trust.

Special Conditions of Employment

Rehabilitation of Offenders Act

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this post is subject to an enhanced DBS disclosure which confirms the appointee is not on the Children's Barred list being obtained. If you are shortlisted you will be asked to disclose any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) – a failure to do so is likely to result in dismissal should it later be discovered. Any information given will be treated entirely as confidential and will be considered only in relation to this application.

Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the principal by the postholder. Failure by the postholder to do so, or the obtaining by the postholder of a relevant conviction caution or reprimand, may be managed in accordance with Trust Disciplinary Procedure.

Equality and Diversity

Shireland Collegiate Academy Trust is committed to developing, maintaining and supporting a culture of equality and diversity across all aspects of the Trust's work. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people

who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

Training and Development

The Trust has a shared responsibility with the postholder for identifying and satisfying training and development needs. The postholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

Mobility

The postholder may also be required to work at other establishments of the Shireland Collegiate Academy Trust, whether current or future, either on a temporary or permanent basis, as the Trust may reasonably require for the proper performance and exercise of your duties. There is an expectation of reasonable travel in connection with job role.

Amendments

This job description may be subject to review and / or amendment at any time to reflect the requirements of the role. Amendments will be made in consultation with any existing postholder and will be commensurate with the grade for the job. The postholder is expected to comply with any reasonable management requests.