



Chipping Sodbury School

Respect, integrity, aspiration and responsibility



SEND Administrator Recruitment Pack





Welcome to the Athelstan Trust.

Our Multi-Academy Trust is an organisation in which children, staff and parents can feel part of a caring, collaborative and excellent community.

We are a Multi-Academy Trust of six secondary schools and four primary schools across Wiltshire, Gloucestershire and South Gloucestershire. We were excited to welcome two new primary schools in the last few months and from October 2025 another secondary school. This will further enrich our collaborative strengths.

Established in 2015, the Athelstan Trust aims to achieve the best for, and from, each child. We enable each child to realise their full academic, creative and physical potential and to develop positive social and moral values.

Believing that successful schools are rooted in their local community, we respect and value the individual nature and ethos of our schools while knowing we are more effective when we work together and support each other. Celebrating spiritual and creative diversity, success, and lifelong learning is important to us. We are inclusive and collaborative and promote a culture of openness and integrity.

We are absolutely committed to raising educational standards for all the children in our schools. We believe in developing the talents and skills of all our staff and students.

We seek applicants who share our vision and values.

We look forward to receiving your application.

Best wishes,

Matthew Evans

Chief Executive Officer

The Athelstan Trust





Our Philosophy as an Employer

The Athelstan Trust is absolutely committed to raising educational standards for all the children in our schools. In order to do this, we need to recruit the best staff who are committed to our vision and values.

We aim to be the employer of choice in our area and genuinely believe that all roles in our organisation can be carried out within a flexible working model. Working in schools should be seen as part of a rich, fulfilling life and not a barrier to it. We will always consider a flexible working option for every post.

We understand that we need to support staff to achieve our goals and have in place a professional development programme that offers internal and external opportunities to develop the talents and skills of all our staff.

Why work for us?

- Internal career opportunities
- Personalised professional development and training
- Employee Assistance Programme
- Flexible working opportunities and a genuine commitment to family and work/life balance
- Nationally negotiated cost of living pay
- Automatic enrolment to the teacher or local government pension schemes
- Generous holiday allowance for support staff
- Recognition of local government continuous service
- Cycle to Work Scheme
- Discounts at local leisure centres





Dear Applicant,

Thank you for your interest in this post. I am delighted to introduce you to Chipping Sodbury School and do hope that you will find this application pack along with our website helpful. I know that this information will convey to you the immense sense of pride that we hold for our school and our community.

Chipping Sodbury School is an institution built on strong core values. Developing Aspiration, Respect, Responsibility and Integrity are at the heart of all that we do both for our students and our colleagues. It is these values which have developed so many young people and staff over the years and provided them with the opportunities to grow into successful individuals within the local community and beyond. They are at the forefront of our mission to aim for brilliance in all we do.

The origin of the school dates back to the Middle Ages when it was set up as an Endowed School to provide free education for the townspeople. It has gone through many transformations since then which have involved it becoming a Grammar School, a Comprehensive School in 1970, a Cooperative School in 2013 and now a partner school within The Athelstan Trust. Whilst there have been changes over the years, the history remains central to the school's values and ethos. The Endowed Foundation still provides support for students and is an important part of the school.

We believe in providing students with the very best opportunities through achieving the strongest educational outcomes as well as ensuring we develop their character and sense of self. To do this we have the highest of expectations in all that we do for our young people. High expectations of their potential, high expectations of their engagement in lessons and the wider school, high expectations of behaviour and conduct and crucially high expectations of ourselves as educators- working together to ensure we provide the very best experiences for our young people. We are committed to challenging and engaging lessons, ensuring that our staff body is provided with high quality CPD that is evidence informed and that we celebrate staff for their hard work. Our approach to behaviour prioritises relationships, supporting our students in making the right choices through having clear, consistent expectations and an emphasis placed on kindness and respect in all our interactions.

We are passionate about collaboration both across the Trust and beyond. The school has strong links with the local primary schools and we have long standing partnerships with local secondary schools, often working with one another to ensure the needs of our local communities are met. As part of the Trust, our staff are afforded opportunities to work with and even deliver sessions to colleagues across the Trust which is hugely beneficial to their own development.



RSP

Rob Skipp
Headteacher
Chipping Sodbury School



JOB DESCRIPTION: SEND ADMINISTRATOR

POST: SEND ADMINISTRATOR

REPORT TO: SENDCO / ASSISTANT HEADTEACHER

SALARY: NJC SCP 6 TO SCP 7

CONTRACT: 20 HOURS PER WEEK, TERM TIME ONLY, 39 WEEKS A YEAR
FIXED TERM CONTRACT FOR ONE YEAR

GENERAL DESCRIPTION OF THE POST

To provide high quality administrative, organisational and compliance-focused support to the SENDCo and the SEND department. The role ensures statutory responsibilities are met, SEND systems are well-maintained, communication is professional and timely, and the coordination of SEND provision operates effectively across the school.

KEY RESPONSIBILITIES

1. Administrative and Operational Support

- Provide comprehensive administrative and logistical support to the SENDCo.
- Manage the SENDCo's calendar, coordinate appointments and multi-agency meetings, and organise resources.
- Prepare documentation, agendas, and reports for meetings.
- Assist with the administration and monitoring of EHCP processes, including assessments, reviews, and statutory deadlines.
- Support the SENDCo and families through mediation or tribunal processes by preparing accurate documentation, evidence packs and correspondence.
- Communicating with parents, carers, staff and external agencies regarding the SEND department
- Maintain accurate, confidential, up-to-date SEND records in line with GDPR and safeguarding requirements.
- Maintain provision maps, student profiles, evidence logs and communication records.

2. Understanding SEND Legislation and Statutory Duties

- Maintain an up-to-date working knowledge of the Children and Families Act 2014, the SEND Code of Practice (2015), the Equality Act 2010 and Local Authority expectations.





- Support the SENDCo in ensuring statutory compliance for SEND processes.
- Administer EHCP processes: referrals, consultation responses, reviews and implementation of provision.

3. **Specialist SEND Administrative Support**

- Help develop systems for early identification and intervention, including logging referrals and tracking outcomes.
- Liaise with the Exams Officer to ensure arrangements are correctly assessed, applied for, recorded and implemented in line with JCQ regulations.
- Liaise with external agencies such as Educational Psychologists, SALT, CAMHS and advisory teachers, scheduling visits and ensuring reports are shared appropriately.

4. **Teaching Assistant Deployment and Timetables**

- Schedule and coordinate in-class support, small-group interventions and 1:1 sessions where appropriate.
- Help ensure TA deployment is efficient, supports statutory provision in EHCPs, and responds to changing student needs throughout the year.
- Maintain clear records of TA timetables, changes, and intervention impact tracking.

5. **General Responsibilities**

- Uphold and promote the school's safeguarding, equality and inclusion policies.
- Maintain absolute confidentiality in handling sensitive information.
- Undertake training to enhance SEND knowledge and administrative expertise.
- Contribute to a positive, collaborative SEND team environment.

Supervision and Work Planning

The post holder will receive general direction and supervision from the SENDCo/Assistant Headteacher but will be expected to organise their own work following set procedures. The post holder will be expected to use initiative to anticipate requirements and deal with situations as they arise.

Problems and Decisions

Planning and prioritising work to meet internal and external deadlines.

Developing administrative systems.

Applying specialist skills and knowledge, demonstrating a high level of initiative, in seeking to resolve relevant queries or problems which may arise. Decisions will be regularly required regarding points of referral for issues which may arise.



**Contacts**

The post holder will be required to establish good working relationships with staff, while being sensitive to confidential requirements.

There will be frequent contact with staff, students, parents/carers, external agencies, and LA staff. The ability to deal effectively with all these groups is important.

Physical Effort and/or Strain

Working in a normal school environment. No specific requirements.

Working Environment

Work will be undertaken in the school offices or meetings rooms. This is a busy environment owing to the layout of the school buildings and the nature of the work, which may lead to a high level of interruptions on a daily basis.

Equipment

Computer and other office equipment.

General

This job description only contains the main duties relating to this post and does not describe in detail all the duties required to carry them out and there will be an expectation that the post holder will carry out other duties that reasonably fall within the general nature of the level of responsibility of the post.

Special Notes or Conditions

The Athelstan Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check along with standard pre-employment safeguarding checks. As the role includes working with children, it is exempt from the Rehabilitation of Offenders Act 1974. Applicants must, therefore, disclose all spent and unspent convictions. The post holder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the school's Child Protection and Behaviour policies.

The Athelstan Trust

There is an expectation of collaboration and resource sharing with other colleagues across the Trust.





PERSON SPECIFICATION: SEND ADMINISTRATOR

Essential

- Strong administrative experience in a busy environment.
- Excellent organisational, prioritisation and time-management skills.
- High level of accuracy and attention to detail.
- Strong written and verbal communication skills.
- Ability to handle sensitive and confidential information appropriately.
- Proficient with IT systems including Microsoft Office and school MIS.
- Ability to work independently and collaboratively within a team.
- Calm, professional and approachable manner
- Commitment to the school's core values of Respect, Responsibility, Aspiration and Integrity.

Desirable

- Previous experience in a school or SEND setting.
- Understanding of SEND legislation and statutory processes.
- Experience supporting Teaching Assistant timetables or staffing deployment.
- Knowledge of EHCP processes and SEN support.
- Experience with Access Arrangements or SEND tracking systems.

