

RANELAGH SCHOOL



SEND ADMINISTRATOR





September 2026

Dear Colleague

Thank you for your interest in the post of SEND Administrator at Ranelagh School. In this letter, we aim to provide you with some further insight into our school and our priorities.

Ranelagh is an 11-18 coeducational, Anglican Academy based in the centre of Bracknell, a short walk from the railway station and with good road links. The school is always oversubscribed and currently has over 1100 students on roll, including 196 in the sixth form.

Our school has an excellent reputation at local and national level. The last inspection by Ofsted in 2024 judged us to be outstanding in all areas. This was our fifth outstanding report and, whilst we are very proud of this achievement, we are in no way complacent.

In addition to excellence in terms of academic outcomes, our purpose is to provide a supportive, stimulating and secure environment in which young people and staff can thrive. As such we seek to employ inspirational and energetic staff, committed to the school's ethos. In return, we aim to provide opportunities for continuing professional growth and development for all staff, beginning with a well-established induction programme.

Given that we spend such a significant proportion of our time in the workplace, it is important to take pride and pleasure in what we do here. Teaching and non-teaching staff collaborate well. They are mindful of one another's well-being and there is a strong sense of collective purpose.

If you are interested in learning more about the role, then please do contact me. I look forward to reading your applications.

Yours sincerely

Mr Timothy Griffith
Headteacher

JOB DESCRIPTION

Job title	Behaviour Support Manager
Hours	37 hours per week, term time only plus INSET days Mon-Thu 08:30-16:30 Fri 08:30-16:00
Salary	BG-I 9-14 – Actual annual salary £23,990 - £25,142 depending on experience
Contract	Permanent
Pension	Eligible for the Local Government Pension Scheme
Accountable to	Headteacher and line managed by the SENDCo
KEY FUNCTIONS OF THE ROLE	
Roles and Responsibilities of all Ranelagh staff	As members of a cohesive team, all staff have a common section to their job description which identifies their general responsibilities. 1 To implement the aims of the school 2 To contribute to school reviews, evaluation and forward planning and actively to support the implementation of the school development plan 3 To ensure the implementation of all school policies 4 To ensure that all safeguarding procedures are understood and implemented 5 To maintain practices which lead to the highest standards of teaching and learning, pastoral care and guidance 6 Actively to maintain order and discipline in the school as well as to reward good conduct 7 To attend meetings as and when required according to responsibility and to communicate effectively with colleagues 8 To attend in service training sessions as appropriate and work with advisory staff 9 To liaise with parents and governors as appropriate 10 To encourage a stimulating, secure, safe and attractive environment 11 Actively to support the school in a public forum.
General Responsibilities	To attend meetings for non-teaching staff as and when required, plus in-service training as appropriate To encourage a stimulating, secure, safe, orderly and attractive environment To actively support the school in a public forum within the guidelines of the Code of Practice, and to support students with special educational needs without discrimination To ensure the implementation of school and departmental policies and comply with policies relating to child protection, health and safety, confidentiality and data protection, reporting any concerns to the appropriate person.

Specific Responsibilities	Undertake general administrative duties, including word processing and other ICT based tasks. To manage general student, parent, staff and other agency enquiries to the SEN Department. To manage the SENDCo diary to ensure smooth running of the department To manage the administrative process for all Education Health and Care Plans, for example, booking meetings, informing students, collating reports and information prior to reviews and the production of minutes and reports and individual provision plans following review meetings. Populate annual review documentation and IPPs with all relevant data/information. To maintain a record of action points arising from annual reviews, ensure they are addressed and inform all relevant parties of outcomes. To communicate all new targets set up within annual reviews, to students, teaching and support staff. To maintain costed provision mapping and expenditure records Inform students, parents and staff of planned interventions and disseminate subsequent reports to staff and parents. To assist in keeping records of and tracking of all activities within the department. Update SEN information display boards within SEN offices. Maintain confidentiality at all times. To carry out additional tasks requested by Headteacher/Special Educational Needs Co-ordinator (SENDCo
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PERSON SPECIFICATION

Attributes	Essential	Desirable
Education and Qualifications	A*- C English and Maths or equivalent (Certificates required at interview)	- Emergency at Work First Aid - Relevant Childcare/Support assistant qualification
Knowledge and understanding	- Interest/ willingness to work with children - Willingness to learn/undertake training - Understands and will work within confidential climate	- Knowledge of working with students with additional needs - Knowledge of safeguarding procedures
Experience	- General administration. - Microsoft Office(Word / Excel/ Outlook packages) - Working to support children or teenagers in a learning situation	- Experience of working in a school environment - Experience working in an SEN Team - Basic Knowledge of SIMS
Skills and Attributes	- Excellent communication and organisational skills - Ability to work as a part of an effective team alongside young people and adults - Ability to think ahead and work independently on own initiative as necessary - Ability to prioritise tasks - Confidence to review own performance - Accuracy and attention to detail - Confidentiality	
Strategic Development	- Willingness to contribute to the strategic goals of the school - Commitment to upholding the school's aims, procedures and policies	
Teaching and Learning	Willingness to undertake job related training	Evidence of continuing professional development
Motivation and personality	- Flexible and adaptable approach to working - Positive and proactive - Willingness to learn - Sense of humour	
Other	- To be aware of the Anglican foundation and ethos of Ranelagh and able to work within it - DBS Clearance (Enhanced) (the successful applicant will be DBS checked through school)	

Ranelagh School Vision

'Though we are many, we are one body.'
[Eucharistic Prayer, Common Worship]

Following the ministry of Jesus, we empower all to use their gifts in faithful service. We inspire and encourage each individual to develop and nurture unique skills, interests and talents, in order that they can flourish. Our school is a unifying heartbeat, enabling everyone to feel welcomed and valued as members of our community.

Context

We draw students from over forty primary schools spread over a diverse geographical area. Some of our young people and their families have experienced worship from a range of Anglican traditions, whilst others practise different denominations and faiths, or hold a wide variety of beliefs, values and ways of looking at the world. Our aim is for Ranelagh to offer a unifying heartbeat. Our vision is rooted in the example of Jesus' ministry – we are all one body, part of one church; we are all known and welcome and our unique skills and attributes are valued.

We endeavour for each individual to be included within our supportive community in which those of all circumstances and contexts are able to learn and work together to experience love, hospitality, service, solidarity, forgiveness and the possibility of new beginnings.

We are unrelenting in our support of each individual, in order that we all might have hope and aspiration for the future. Everyone is enabled to develop their unique skills and talents and to aspire for excellence, being empowered to take responsibility for making wise choices. In order for all students to thrive and excel, we aim to foster confidence and delight in learning through a rich diet of scholastic, practical, cultural and spiritual opportunities.

In addition to encouraging intellectual rigour, we nurture a vibrant and creative environment in which members of the school community are able to work together to seek the wisdom, knowledge, truth, understanding and skills which will support all to fulfil Jesus' promise of life in all its fullness.

How to Apply

Please complete the online application form available via the school website: www.ranelagh.org.uk

Please note that CVs cannot be accepted.
No agencies please.


Ofsted



Read our report ↗