



**SEN Administrator
January 20256**





Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire, HU5 4QH
Telephone: 01482 342229 Email: info@kelvinhall.net
Website: www.kelvinhall.net

Headteacher: Mr J Shaw
Deputy Headteachers: Mrs C Grandidge, Mrs L Piercy

Welcome letter from the Headteacher

Dear Applicant,

Thank you for enquiring about the position of SEN Administrator at Kelvin Hall School. The successful candidate will be joining the school at a very exciting time in our development. We are looking for someone who can take us forward and build upon our sound foundations.

Kelvin Hall is a mixed 11-16 school on the outskirts of the city of Hull. We are a much larger than average secondary school. We have approximately 1600 pupils on roll with a year 7 intake of 320 pupils. We stand on the same campus as Wyke Sixth Form College where many of our Year 11 students progress.

Our success and reputation is built on our cooperative values and highly inclusive approach to children and their education. We have a strong ethos of working in partnership with all stakeholders, ensuring we are very ambitious for all our children. We are committed to ensuring that we provide children with the right academic teaching and supportive pastoral care to ensure that all children have the greatest opportunity to succeed.

The successful candidate must share our collaborative approach and values, promoting a strong team and partnership ethos and must believe in a self-improving and sustainable system of school improvement that shares our moral purpose.

If you firmly believe that you share our commitment and desire to provide the best life opportunities for our children, then we would very much welcome an application from you.

If you would like to have an initial discussion regarding this role, then please email the school for the attention of the **Headteacher, James Shaw**, at info@kelvinhall.net or contact the school on 01482 342229.

Yours faithfully

James Shaw
Headteacher



Welcome to Kelvin Hall School

We are a very successful 11-16 mixed comprehensive school with approximately 1640 students on roll. We are a popular first choice of school for families in Hull and the East Riding of Yorkshire and are a very successful school academically.

We are one of three secondary schools in a developing Multi-Academy Trust (Thrive Co-operative Learning Trust) that currently consists of 10 schools.

We are proud to be working in partnership with Newland School for Girls and The Boulevard Academy in the secondary Trust.



Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire HU5 4QH
Tel: (01482) 342229 | Email: jobs@thrivetrust.uk

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Senior Leadership Team



Christopher Leng
Director of Secondary Education



James Shaw
Headteacher



Claire Grandidge
Deputy Headteacher
DSL



Lauren Piercy
Deputy Headteacher
DSL



Jayne Graham
SEND



Jo Andrews
Inclusion



Rachel Hilton
Personal
Development



Claire Keddy
Developing
Teaching



Caroline Dawes
Key Stage 3

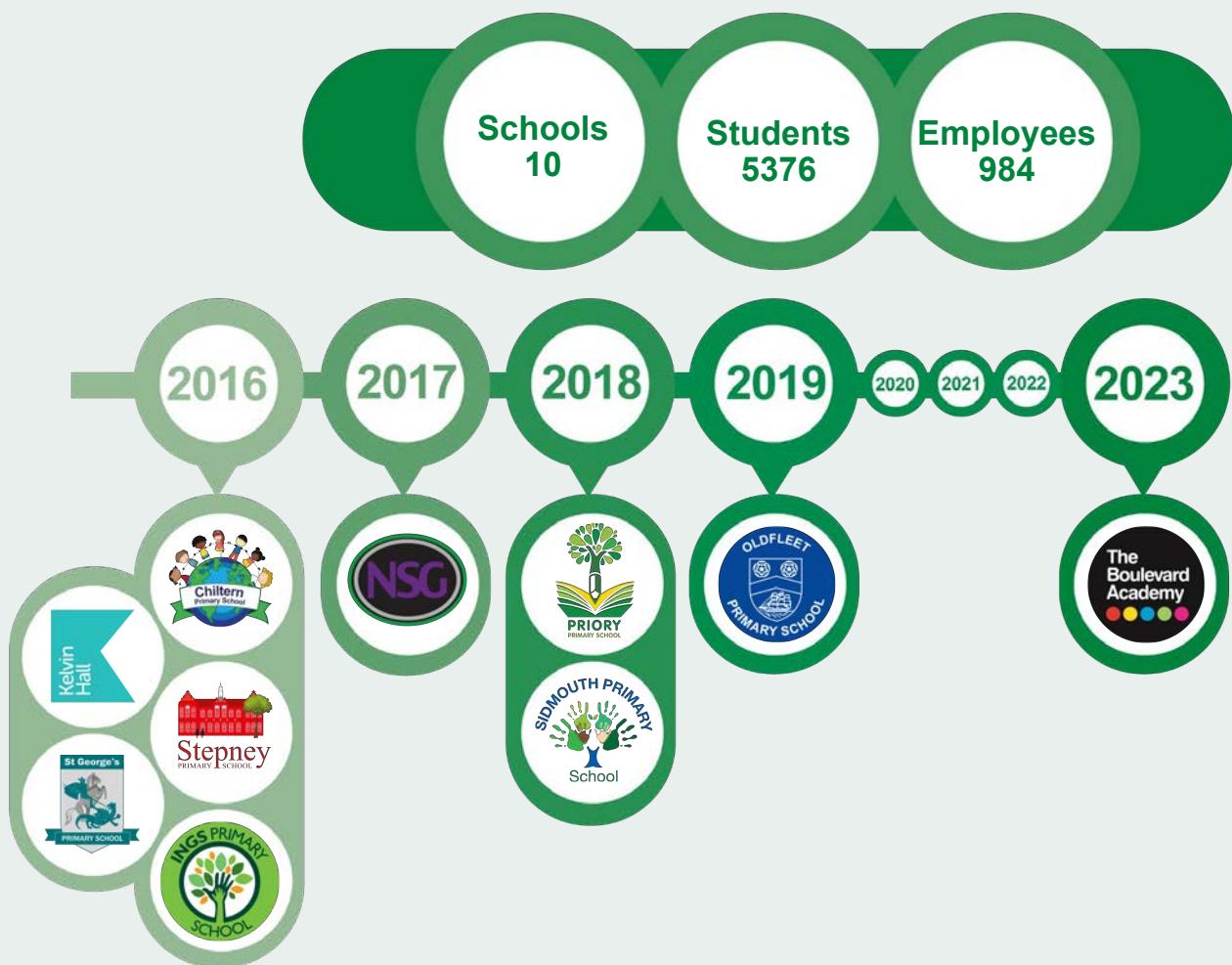


Emily Sansam
Key Stage 4



Craig Suddaby
Behaviour
and Culture

Our Journey so far...



Our Partners

Our ongoing partnerships with the following organisations



Our partnership with the Reach Foundation is leading us to develop a 'Cradle to Career' model across our three schools in HU3 - and later across the whole of Thrive.



Our recent partnership with C3 Group has brought us closer to achieving our goal of net-zero emissions, reinforcing our pledge to create a more sustainable future for our students, staff, and the wider community.



Yorkshire 100 aims to identify 100 future school leaders and take them on a development journey of peer-led support and cutting edge national and international school development.



Coop Schools

Coop Schools provides services and support for the network of cooperative schools, strengthening school improvement and local accountability.



Registered Office Address:

Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire HU5 4QH

Tel: (01482) 342229 | Email: jobs@thrivetrust.uk



SEN Administrator
Salary: Grade 4 Point 5-7 (£21,976 - £22,680 actual salary per annum)
Hours: 37 hours per week, Term Time Only plus 5 Training days
Monday - Friday 8:00am until 16:00pm
Permanent
ASAP

Thrive Co-operative Learning Trust is a vibrant family of ten schools across Hull – three secondary and seven primary – united by a shared purpose: to inspire pupils to thrive in life. Each Thrive school is a dynamic community of staff, pupils, and families working together to unlock every child's potential.

The Opportunity

We are seeking to appoint an experienced administrator to support the SENCO in the administration of statutory documentation, meetings, and referrals for pupils with EHCPs and SEN within Kelvin Hall School.

What We Offer

- An inclusive and forward-thinking Multi-Academy Trust
- Opportunities for professional growth and development
- Access to our staff benefits platform, including retail discounts, gym membership offers, and savings schemes such as cycle-to-work
- Membership of the Local Government Pension Scheme/ Teachers Pension

What You Will Bring

You will possess excellent communication skills and will be required to liaise with parents/carers and outside agencies. Experience of working in an office environment and using Microsoft Office is essential. A Grade 4 qualification or above (or equivalent) in English and Maths is essential.

Next Steps

For further information and an informal discussion, please email the school for the attention of the Headteacher, James Shaw, at info@kelvinhall.net or contact the school on 01482 342229.

- **Closing date:** Sunday 25th January 2026, 12:00pm
- **Shortlisting:** Week Commencing 26th January 2026
- **Interviews:** To be confirmed

Please note that we do not accept CVs; applications must be submitted using our recruitment platform's application form.

As part of Thrive Co-operative Learning Trust commitment to safer recruitment processes and in accordance with statutory guidance: [Keeping Children Safe in Education](#), an online search will be carried out on all shortlisted candidates.

Our commitment to Safeguarding: Thrive Co-operative Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Each school has a robust Safeguarding Policy, and all staff receive training relevant to their role at induction and throughout their employment.

A candidate's suitability to work with children will be explored at all stages of the recruitment process. The successful applicant will, in accordance with statutory guidance, be subject to a comprehensive pre-employment checking process including receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS), a Children's Barred List check, a Section 128 Management Check if relevant, Prohibition check and overseas checks as applicable, identity check, medical clearance, proof of qualifications, satisfactory references and a check regarding their eligibility to work in the UK.

This role involves contact with children and provides regular access to children; therefore, it is a 'regulated activity'. As such, this post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013, and 2020.

Our commitment to equality and diversity: Thrive Co-operative Learning Trust recognises and celebrates the diversity of its schools and their communities. There is a shared commitment across the Trust to develop further a culture of respect, where discrimination is not tolerated, and individuals are treated equitably and fairly, and feel a sense of belonging. Please visit [Thrive Trust's website](#) to view our Job Applicants Privacy Notice, which explains how we collect, store, and use personal data about individuals applying for jobs at our schools.

Job Description



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Post Title	SEND Administrator
Grade	4
Location	Kelvin Hall School
Reporting to	SENCO

Purpose of Role

Under the supervision of the SENCO, to provide administrative support for the organisation of all aspects of SEND provision in school.

Key Responsibilities

- Work with the SENCO to ensure a coherent approach to Inclusion takes place within the School.
- Contribute to the creation, development, implementation and operation of procedures and processes, which allow effective liaison with external agencies.
- Provide administrative support as appropriate, which will include preparing correspondence, EHCPs, profiles, invitations to annual reviews and additional reports related to SEND as requested
- Minute taking and diary management.
- Collate Individual Educational Plans (IEPs) and Provision Maps and TA action plans
- Liaise with feeder schools/transition coordinator and other relevant bodies to gather pupil information.
- Organise rooms for regular outside agency support
- Compile and support completion of referral paperwork/Access arrangements.
- Prioritise workload to ensure the completion of work to specific deadlines.
- Taking calls and face to face meetings with parents, pupils, outside agencies and teaching staff.
- Input and retrieve information using the SIMs system, log communications and provide photocopying and filing support
- Ensure the safe disposal of confidential waste.
- Carry out all duties in the strictest confidence and in compliance with the General Data Protection Regulation (GDPR).
- To carry out your duties in line with the School's policy on Equality and diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.



Responsibilities for Staff:	None
Responsibilities for Customers/Clients:	<p>Safeguarding and promoting the welfare of children.</p> <p>Responsible for supporting the learning and welfare of students.</p> <p>Responsible for keeping parents informed about progress.</p> <p>Liaise with other partner agencies regarding referrals and agreeing a way forward</p>
Responsibility for Budgets/Financial Resources:	None
Responsibility for Physical Resources:	Responsible for case files on a day-to-day basis, which contain confidential and often sensitive information. Ensure accurate records are kept

		E	D	How Identified
Qualifications	Grade 4 or above (or equivalent) in English	✓		Certificates
	NVQ Level 3 or equivalent in Business or Administration		✓	Certificates
Experience & Knowledge	Experience of using Microsoft Office	✓		Application Form Interview References
	Experience of working in a general administrative setting	✓		
	Experience of working in an SEN environment or Educational setting		✓	
	Experience of minute taking and diary management	✓		
	Knowledge of relevant policies, codes of practice and an awareness of relevant legislation	✓		
Training	To be prepared to undertake relevant and statutory school training	✓		Application Form Interview
	Commitment to continued professional development	✓		
Skills/Attributes	Motivation to work with children and young people	✓		
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	Ability to work under pressure, independently and use own initiative	✓		
	Awareness of the importance of confidentiality	✓		
	Excellent oral and written communication skills	✓		



Disclosure & Barring Service	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		(after short listing)

