

Stanborough



Information Pack for Candidates

SEND Administrator

November 2025

Grow and Succeed

High Expectations | Mutual Respect | Quality Learning | Success for All



Welcome

November 2025

Dear Candidate,

Thank you for your interest in the role of SEND Administrator at Stanborough School. We are delighted that you see Stanborough as a school where you can make an impact. This position will offer an exciting opportunity for the successful applicant to work with us as we continue to develop our thriving and dynamic over-subscribed school.

It has been a privilege to lead Stanborough School since September 2018. My team share an educational philosophy which promotes the highest expectations and consistent pastoral care. Our core aim is to nurture enquiring minds and to inspire our youngsters to pursue their dreams, leaving our school ready to excel in a future which has limitless possibilities. I am delighted that all of the hard work by staff and students has been recognised by Ofsted and that following an inspection in January 2023 we have been awarded a 'Good' grade. Details of this are given later in this pack.

Our aim is simple, we want to be a truly outstanding school in every sense of the word and we want to be confident that our students get the best possible education that is ambitious, varied and stimulating. At the heart of everything we do is a desire to ensure that our students receive the highest standards of teaching and learning. Our curriculum is broad and academically challenging in order to prepare students for the rigours of further study or work.

At Stanborough, we care passionately about the development of each student's character, their personality and social skills, the way they treat others and the contribution they make to society. We place strong emphasis on outstanding behaviour. Excellent learning is underpinned by excellent behaviour. We expect our students to show respect when interacting with other members of our school community and to uphold the reputation of the school in the local area.

In September 2019 we became an 8 form entry school. Raising our intake number is a reflection of the success and popularity of Stanborough School in the local area.

If you are passionate about education and really feel you can make a positive difference to the school then we look forward to receiving your application to join us at Stanborough.



Mrs M John
Headteacher





Ofsted Report – March 2023

The school was delighted to be awarded an Ofsted 'Good' grade following an inspection held in January 2023.

The report emphasised the hard work of staff and students over the past four years since the last inspection. The full report is available at <https://stanborough.herts.sch.uk/wp-content/uploads/2023/01/2023-OFSTED-Report.pdf>. Below are some highlights from the report.

'Pupils behave well at Stanborough'

- 'Pupils behave well. They know and understand what leaders expect of them'
- 'Leaders set clear and high expectations for behaviour. Pupils are clear that disruption or discriminatory behaviour will not be tolerated'
- 'Pupils know staff will help if they have a worry or issue. They benefit from a range of effective support services such as counselling and well-being support'

'Leaders have redesigned the curriculum so that it is academically ambitious'

- 'Pupils study a broad and balanced curriculum which enables them to pursue their talents and interests'
- 'Leaders have ensured that in many subjects, the curriculum is planned well to build pupils' knowledge over time'
- 'Teachers present subject matter clearly, promoting appropriate discussion about what is being taught'

'Leaders ensure there is a wide range of opportunities for positive personal development'

- 'Pupils learn values such as mutual respect and tolerance through a well-planned programme of life skills, assemblies and tutor time'

'Leaders have taken clear and effective action to ensure the school has improved since the last inspection'

- 'Staff feel that leaders listen to them with regard to workload and well-being'

We are proud of the above comments and we would encourage all prospective candidates to read the [full report](#).

Stanborough School

[Stanborough School](#) is an 11-18 co-educational Academy that sits on the southern fringe of Welwyn Garden City. The school currently has 1250 students. Due to parental demand for places at the school, from September 2019 the school expanded to 8 form entry. This has required a substantial amount of new premises work to be completed which includes a new teaching block as well as a drama and music block.

We pride ourselves in being a fully inclusive school that serves our local community and on being a school that does its best for each individual student so they can achieve their potential during their time at Stanborough.

Stanborough is proud of its community involvement. We work closely with the four other local Secondary Schools as part of the Welwyn-Hatfield 16-19 Consortium. We also take a leading role in hosting and developing a number of other key community developments such as the Handside Schools Partnership with a local special school and primary school.

The school boasts excellent facilities including our first-rate IT resources, a legacy of our Specialist Computing Status. With a dedicated Art, Design and Technology block, Sixth Form Centre and the recently constructed MFL and Humanities and Music and Drama teaching blocks the students enjoy some outstanding facilities. The exceptional sporting facilities include 9 netball courts and 5 football pitches as well as a purpose built sports hall. Our excellent resources in all curriculum areas also show our commitment to giving students a wide variety of curricular opportunities including technology, the performing arts and computing. All students in Years 7 to 10 now bring their own devices and this continues to be rolled out across the whole school.

Our greatest asset at the school is our staff. We want the best educators for our students and through exceptional retention and support we have a stable staff with very low turn-over. A number of staff who started at the school as NQTs and ECTs now find themselves in senior positions at the school. We have a strong support team and many staff have remained with the school for several years.

With the appointment of a new Headteacher from September 2018, this is an exciting time to join the school and become part of an ambitious and hard-working team dedicated to moving the school forward. We are looking for support staff and teachers who will embody our four principles of High Expectations; Mutual Respect; Quality Learning and Success for All.



Welwyn Garden City

Welwyn Garden City is a town in Hertfordshire with a population of just under 50,000 people. Welwyn Garden City was the second Garden City to be built, founded in 1920 and it exemplifies the physical, cultural, social and planning ideals of the time it was built.

Location and Transport Links

Welwyn Garden City enjoys superb communication links. Stanborough School sits five minutes from the A1(M) and approximately 10 minutes from the M25. The M1 is only a 30 minute drive away. The train station in Welwyn Garden City is on the main East Coast Line linking Scotland to London and Kings Cross station is a 30 minutes train journey.

Luton Airport is less than 30 minutes away and both Heathrow and Stansted Airports are less than an hour's drive away. The town is also a central hub for local bus services which link it to the rest of Hertfordshire.

Facilities and Amenities

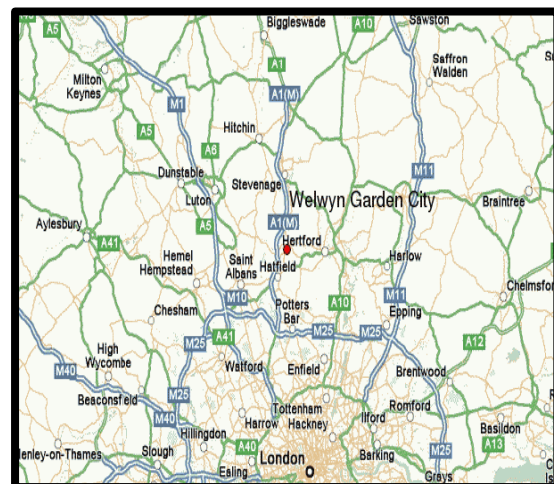
Stanborough School is a two minute walk from the Gosling Sports Park and is only a short car/bus journey to the University of Hertfordshire Sports Village in Hatfield. A range of shops, bars, restaurants and cafes can be found in the Town Centre as well as in the local Galleria shopping centre. St Albans, Hitchin and Hertford are all around 30 minutes away and all offer a range of retail and leisure experiences.

The town also has the QEII Hospital, a theatre, cinema and numerous other cultural and leisure facilities. Stanborough School lies at the southern edge of the town and the school grounds back onto the Stanborough Lakes Country Park.

Housing and Accommodation

A range of accommodation options are available in the local area and there is a thriving rental market. The excellent transport links allow many staff at the school to live in other parts of Hertfordshire as well as North London.

Help and advice can be given by the school if accommodation is required.



What can we offer you at Stanborough?

- The chance to work in a thriving and developing school that puts the student at the heart of everything it does.
- The chance to work with amazing staff who are passionate about developing the young people in their care.
- Personally tailored training and CPD.
- An expanding school with great facilities including a new teaching block with 17 classrooms as well as a new Music and Drama block.
- An opportunity to be involved in the 16 – 19 Welwyn Hatfield Consortium, one of the oldest and well-established of its kind in the UK. This involves close links and collaboration with four local schools and offers our Post 16 students access to over 50 Level 3 qualifications.
- Great resources for staff, including free parking on site, good rail and road links to the school and an attractive edge of town location next to Stanborough Lakes and Gosling Sports Park.
- Staff can benefit from the school's children of staff admission rule.
- Access to an employee assistance programme which offers confidential support to all staff.
- Yearly Staff Wellbeing Day



SEND ADMINISTRATOR



JOB DESCRIPTION

Grade: H4

Responsible to: SENDCo

Main responsibilities and job context:

- To support the SENDCo and ensure the smooth running and efficiency of the school SEND faculty
- To support the SENDCo by ensuring the effective communication of provision for SEND students and their families
- All aspects of the role are to support the effective education of students as part of a team in the context of the principles and aims of the Academy

How you do the job:

- Organise statutory meetings, professional meetings and parent meetings including collating, photocopying and distributing documents, taking minutes and working with the SENDCo to provide appropriate documents after the meeting
- Organise the SEND diary and organise reminders to be sent to the team / relevant staff
- Manage the SEND email inbox
- Support the administration of EHCPs including sending out requests for information from staff and other relevant organisations and collating attainment, attendance and intervention data
- Set up and maintain confidential filing systems
- Routinely maintain and update the provision map under the guidance of the SENDCo and in collaboration with the whole SEND team
- Maintain and update the SEN register as requested
- Collate, print and distribute supporting SEND documentation for staff, students, parents and outside agencies
- Support the SENDCo in the production of data sheets for analysis and to share with parents and staff
- Support the administration of access arrangements during the testing stage and during internal and External exams
- Carry out any other requested administrative duties pertaining to the smooth running of the SEND faculty
- Prioritise workload according to need and work closely with the SENDCo
- Work within tight timescales to meet statutory SEND timescales
- Keep meticulous records or liaison with outside agencies and ensure all paperwork is collated and disseminated in a timely manner

Knowledge, experience and training:

- The ability to use a range of IT school systems
- Excellent knowledge of Excel with ability to set up spread sheets and mail merge
- The ability to work confidentially and deal with sensitive issues
- The ability to communicate effectively with staff, parents, students and outside agencies
- The ability to work in a team but also independently, taking initiative where necessary
- The ability to multi-task and prioritise

All staff at Stanborough School have a comprehensive package of support, training and performance management, giving scope for personal and professional development. Stanborough values all of its employees as part of a team.

It is a requirement of all staff that they sign the IT Acceptable Use Policy and undertake all statutory Safeguarding and Prevent Training. All staff support with the supervision of students between lessons.

Whilst every effort has been made to explain the main responsibilities and duties of the post, each individual task to be undertaken will not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The job description is current to the date shown but, in consultation with you, it may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

November 2025

SEND ADMINISTRATOR

Person Specification



Factors	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Qualification in English and maths at GCSE or above 	<ul style="list-style-type: none"> Commitment to continuous professional development
Professional Experience:	<ul style="list-style-type: none"> Excellent organisational and administrative skills including the ability to work to deadlines and the flexibility to take on new tasks as they arise Ability to confidently use MS Excel Office skills, administrative and secretarial Ability to use initiative and work independently Good communication skills, oral and written Ability to work under pressure and prioritise 	<ul style="list-style-type: none"> Experience of working in a school environment Experience of bespoke school office systems such as Arbor and Classcharts Knowledge of safeguarding requirements
Professional Attributes	<ul style="list-style-type: none"> Ability to be proactive, work as part of a team, to work independently and to think laterally and creatively Commitment to staff and student welfare, including being understanding and supportive Ability to communicate effectively both orally and in writing Proficient in the use of MS Office applications, email, and the internet Ability to maintain a high level of confidentiality Excellent attention to detail and accuracy Show good judgement and can prioritise according to the requirements of the post High level of organisation 	
Personal Qualities	<ul style="list-style-type: none"> Positive attitude Adaptable and flexible to meet the needs and requirements of the role Confident and professional Excellent interpersonal skills Resilient and able to work under pressure Sympathetic to the needs of the school community Equality – supports equality and diversity and respects stakeholders regardless of personal characteristics 	

The above will be evidence by a variety of means including:

Application Form Letter of application References Interview process

How to apply and the Selection Process

27th November to 11th December 2025 Application Window

For an informal discussion about the post or to arrange a visit prior to application please contact Kate Beverstock, SENDCo, on kbeverstock@stanborough.herts.sch.uk

11th December 2025 (9 a.m.) Deadline for applications

Applications should be made via the MyNewTerm portal

<https://www.mynewterm.com/school/Stanborough-School/137847>

16th December 2025

Shortlisted applicants will be invited to attend a formal interview at the school

Prospective candidates are encouraged to apply as soon as possible as we reserve the right to call candidates for interview and appoint before the closing date

