



SEN Administrator

Recruitment Information for Candidates

Application Deadline – Midnight 24th July 2026





Dear Applicant,

Thank you for expressing an interest in joining The FitzWimarc Academy Trust.

FitzWimarc School is extremely proud of its excellent reputation, not only within the town of Rayleigh but across the county of Essex. Our traditional values, where a caring, supportive environment is reinforced by high standards of behaviour, allow each and every child to develop a lifelong love of learning

We believe in a balanced curriculum that introduces and develops a wide range of skill areas to ensure stability and flexibility of learning. A high emphasis is placed upon the literacy and numeracy skills that are essential for success, whilst maintaining a wide range of academic, sporting and cultural opportunities. At FitzWimarc, our students can discover and develop talents and interests that they never knew they had.

We have the very highest expectations of both staff and students. Every individual, subject and grade is valued. Your child will have the opportunity to excel in which ever area they choose; the hard-earned grade 4 pass at GCSE is valued just as much as the copious amount of grades 7 and above (or equivalent) that are achieved. This is a school with a passion for learning; our enthusiasm for success intertwines with supporting our students in their role in their local, national and global communities. A modern education at FitzWimarc will prepare young people to be thoughtful and responsible members of society in an ever changing world, ensuring that they are equipped for lasting success.

Mr R. Harris

Headteacher



The School Aims

- To provide a stable and caring, yet disciplined, environment in which individuals may develop.
- To extend students' horizons and to broaden and deepen their knowledge, skills and understanding.
- To develop respect for religious and moral values and to encourage acceptance of others as members of a tolerant and democratic community in Britain.
- To prepare students for a positive role as an adult in an ever- changing British society.
- To develop personal and social skills, creativity and the ability to question, challenge and express viewpoints rationally.
- To develop skills for adulthood, including physical well-being, numeracy, literacy, computer skills, application to tasks, problem solving and thinking skills.
- To encourage the skills, mindset and resilience required to achieve lifelong learning.
- To promote the spiritual, moral, social and cultural development of students.
- To be renowned as a regional centre of excellence for teaching and learning.
- To ensure that the school's safeguarding and 'Skills for Life' programme both reflect current needs and are delivered and monitored effectively.

The School Ethos

- Members of the school community will demonstrate mutual respect at all times.
- All members of the school community are expected to challenge any type of discriminatory or unreasonable behaviour.
- All students are encouraged to greet visitors to the school with friendliness and courtesy.
- Stakeholders are encouraged to report any concerning or worrying behaviour to a member of staff as part of a watchful and caring community.
- The school's traditional values are emphasised to all and taught alongside traditional British values including tolerance and respect for all groups of people.

Additional Benefits

As a valued member of our team, you will be entitled to the following benefits:

- Free access to our fully equipped Gym
- Employer Pension Contribution
- Access to the 'Cycle to Work' Scheme
- Eye test vouchers Scheme
- Access to our Wellbeing programme (including counselling sessions and online discounts)



Job Title:	SEN Administrator
Contract Type:	Permanent
Contract Term:	Part time - 37 hours per week – 39 weeks per year (term time + inset)
Salary Range:	Scale 5 Points 10-13 £27,694 - £29,064 FTE (£23,742 - £24,916 actual salary)
Closing Date:	Midnight, 24 th July 2026
Start Date:	ASAP
Position Available:	1
Interview Date:	w/c 27 th July 2026

We are looking to appoint a proactive, efficient and committed individual to support with the day to day running of the SEND department. Duties will include assisting with all SEND administration duties; organising and administering tests; arranging various meetings and appointments and dealing with telephone queries from parents and outside agencies.

The SEND administration assistant is an essential role in ensuring that children with SEND or suspected SEND receive the support they need. You will be highly organised with excellent attention to detail and the ability to work within a team to develop efficient and effective processes. Strong ICT skills along with the ability to communicate clearly and sensitively will be required.

What We're Looking For

- Friendly, professional, and approachable manner
- Discreet and trustworthy with sensitive information
- Strong organisational skills with attention to detail and ability to meet deadlines
- Proactive, flexible, and able to manage a busy HR admin workload
- Good IT and numerical skills, with a willingness to learn and develop

Benefits

- Employee Assistance Programme (EAP) for wellbeing support
- Access to our onsite gym
- Access to the 'Cycle to Work' Scheme
- Eye test vouchers Scheme
- Training and development opportunities
- Supportive and friendly working environment
- Local Government Pension Scheme

Job Title	Administrator
Grade/Salary	Scale 5 Points 10-13 £27,694 - £29,064 FTE (£23,742 - £24,916 actual salary)
Hours	37 hours per week – 39 weeks per year (term time + inset)
Date Required	ASAP
Closing Date	Midnight, 24 th July 2026
Interview Date	w/c 27 th July 2026
Reporting To	Special Educational Needs Co-ordinator

To support the SENCO with the day to day running of the department. To undertake specialist SEN/pupil related administration and secretarial duties to ensure an efficient and effective Learning Support Service is provided for the school.

Main Duties

Annually:

- Organise and administer reading, spelling and Lucid tests to all SEN pupils on register annually plus any other pupils raised as cause for concern.
- Organise and administer reading, spelling and handwriting tests for SATS/GCSE special arrangements
- Arrange outsider assessor visits re special arrangements and obtain parental permissions and dispensation applications
- Complete special arrangement forms for exams in liaison with Exams Officer/SENCO
- Update Asset Register
- Transfer data from year 6 files/IEPs onto Year 7 paperwork templates
- Update and move paperwork to next year file
- Complete and review SEN pupil dispensation needs and make recommendations to SENCO. Complete paperwork for exam board for approval by SENCO.

Termly

- Add personal details of pupil and their teaching staff and distribute to relevant staff for information gathering for passports. Chase up as necessary.
- Collate information from information gathering and develop individual passports for all SEN pupils.
- Complete all Statutory Assessment paperwork.
- Arrange Educational Psychologist Assessments and send out reports to relevant people.
- Produce Agendas and take minutes for department and SEN link meetings
- Circulate information gathering forms for annual reviews to teaching staff
- Contact outside agencies and parents to invite to annual review and arrange date. Send out parent and pupil comment sheets
- Transfer information from previous year's annual review into new review
- Send permission letters for outside agency meetings
- Update SEN register/SEN cover list/SEN summary list
- Organise group participants, liaise with Head of Year and Pastoral and inform parents.
- Order exam booklets for SEN department
- Copy specialist teacher reports to relevant parties

Monthly

- Keep up to date on all relevant SEN legislation and procedural changes.

Weekly

- Issue round robins as requested by parents/staff/heads of year as required – collate results
- Print off results of dyslexia screening, copy and place in file and send to parents – circulate to teaching staff if required
- Notify pupils and affected staff of group work times via registers
- Collate group work folders
- Produce departmental minutes

Daily

- Act as first point of contact for telephone calls from parents and outside agencies. Deal with and respond to issues raised referring to SENCO if appropriate.
- Deal with and respond to queries and general correspondence from parents
- Liaise with external agencies and parents on all aspects of SEN provisions referring to SENCO as needed.
- Arrange appointments for SENCO to meet with parents for reviews, concerns and liaise with other staff for mutually convenient time as necessary
- File records of phone conversations, memos

General Responsibilities

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

Application Procedure

- Read carefully all the information about this post
- If you have any questions, please telephone or email our HR department on 01268 743884 or email sgould@fitzwimarc.com
- Complete the application form as fully as possible. It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.
- Shortlisted applicants may be screened prior to interview by checking social media sites. The purpose of such screening will be to ascertain whether a candidate demonstrates appropriate conduct, behaviour and suitability for employment in a school environment.



Appointment Process

- Suitable applications will be shortlisted for interview (as quickly as possible).
- If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. It is therefore important that you give us a daytime telephone number and / or email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

We are committed to supporting colleagues with disabilities. If you have a disability, please give details of adjustments you require for the selection process.

Pre-employment Checks

We are committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure form the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered 'spent'.

Shortlisted candidates will be asked to complete a Self-Disclosure Form (SD2)

References

Please provide two referees who know you in a professional capacity, if at a school, one of these must be your current Headteacher. It is our usual policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.

The successful applicant will also be required to:

- Provide proof of all relevant qualifications
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work

Equal Opportunities

The school is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The school is opposed to any form of discrimination against any individual or group. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.

We are committed to safeguarding and promoting the welfare of children and expect their staff to share this commitment.

A copy of our Recruitment Procedure is available upon request.

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PERSON SPECIFICATION	
Category	Essential
Qualifications	GCSE English and Maths at Grade C / Grade 4 or above
Experience	- Proven administrative experience in a busy environment - Experience of maintaining accurate records and data systems - Experience of providing support for students with special educational needs and disabilities. - Implementing inclusive practices - Data analysis and targeted interventions - Working closely with parents in home/school partnership that support pupil's needs. - Using diagnostic tests for identifying specific needs - Demonstrate a good knowledge of the 'SEND' code of practice. - Knowledge of how pupils learn - Knowledge of social, emotional and mental health needs of young people.
Skills	- Highly organised with excellent attention to detail - Good IT and numerical skills - Ability to manage workload, prioritise tasks, and meet deadlines - Strong communication skills, with the ability to manage queries and shared inboxes professionally - Understanding of confidentiality and data protection - Ability to understand and follow school policies and procedures
Personal Attributes	- Friendly, professional, and approachable - Discreet, reliable, and trustworthy - Proactive, with the ability to use initiative - Flexible and a strong team player - Calm and able to work effectively in a busy environment - Willing to learn and develop