



Gloucestershire College is advertising this role on behalf of Gloucestershire Professional Services (GPS).

About the Role – Employment Details

Post Number	A095
Job Title	Apprentice SEND Administrator
Salary	£24,734.47 (Actual £21,346.13)
Contract Type	Fixed Term – 37 hours per week, 38 weeks per annum
Campus	Gloucester
Department	Learning Support
Reporting To	Head of Inclusion and Cross College High Needs
Holiday	Term Time Only

About the Role – Meet the Team

The Learning Support team provides effective support to assist students in achieving positive outcomes whilst developing independence, resilience and employability. We can assist students with a range of various learning differences and/or difficulties across all academic levels at college.

We have a range of support available within Learning Support that includes:

- Robust transition opportunities and planning to support joining and leaving the college
- Holistic assessment of additional needs to develop effective support plans. Support is reviewed throughout the year
- EHCP annual reviews, as well as supporting students with My Plans, My Plan + and SEN Profiles
- Support in-and-out of timetabled sessions from experienced Learning Support Assistants and SEND Intervention Mentors
- Trained and experienced staff to support a broad range of additional needs, including but not limited to Autism Spectrum Condition, Dyslexia, Dyscalculia, Dyspraxia and ADHD
- Coaching and support to utilise assistive technology and software to assist learning
- Appropriate exam access arrangements and reasonable classroom adjustments
- Other support includes Personal Emergency Evacuation Plans (PEEP), personal/intimate care and medication support if required.

The successful candidate will be enrolled onto our Business Administration Apprenticeship Level 3 course.





Our settings are safe, specialist facilities, thoughtfully designed to support students with a collaborative approach to education, meeting their educational and other individual needs. Our team is based across all three campuses and a range of working patterns are available depending on student need and timetabling.

About the Role – Duties and Responsibilities

- Provide comprehensive administrative support to the Inclusion team
- Manage diaries, schedule meetings, and coordinate appointments related to EHCPs, reviews, and multi-agency meetings.
- Support the administration and tracking of Education, Health and Care Plans (EHCPs) and High Needs learners.
- Maintain accurate records, evidence logs and compliance documents.
- Maintain up-to-date databases and tracking systems
- Produce data reports for audits, Ofsted preparation, and internal monitoring.
- Ensure records comply with GDPR and safeguarding expectations.
- Act as a point of contact for SEND-related enquiries from staff, parents/carers, students, and external agencies.
- Support communication between staff, curriculum teams, and support services.
- Help organise assessments, screenings, and access arrangements
- Assist with onboarding SEND learners, including collating information for transition and induction.
- Ensure student support plans are distributed to relevant staff.
- Manage SEND inboxes and communication channels.
- Maintain filing systems (digital and paper).
- Contribute to the smooth running of the Inclusion/High Needs department.

About the College – Our Expectations

- Take an active part in Professional Development Conversations (PDC)
- Engage with all relevant Health & Safety regulations and assist the College in the implementation of its own Health & Safety Policy
- Actively promote the College's Equality and Diversity Policy
- Actively promote the College's Safeguarding Policy and Practices
- Support the College's sustainability policies and recognise the shared responsibility of carrying out duties in a resource efficient way
- Participate in enrolment
- Participate constructively in college activities and to adopt a flexible approach to your work.
- Undertake a first-aid qualification and participate in the first aid rota, as required.
- Undertake any other relevant duties as specified by your line manager commensurate with the level of this post





About the You

Our Shortlisting Criteria

Essential	<ul style="list-style-type: none"> – Minimum of Maths and English GCSE grade C / Level 2 or willingness to complete. – Strong IT Skills and knowledge of Excel, Word and other Microsoft programmes such as forms and bookings. – Excellent written and oral communication skills.
Desirable	<ul style="list-style-type: none"> – Knowledge of analysing data. – Specific IT qualification. – Knowledge of SEND. – Previous experience of working in a Post 16 provision.

The Perfect Person for us will demonstrate

Abilities	<ul style="list-style-type: none"> – Excellent written communication skills. – Good ICT skills and ability to work with bespoke College systems. – Excellent time management and ability to work towards deadlines. – Adaptable approach to range from assertive and confident to empathetic and sensitive when required.
Job Circumstances	<ul style="list-style-type: none"> – Able to travel between college sites (if required) – Undertake any training required for the role – Hold an Enhanced DBS check or be willing to undertake a check. – This job description outlines the main duties at the time it was written. Tasks may change, but the role's overall nature and responsibility remain the same. These changes are normal and don't justify a change in the post's grading.

