



SEND Administrator

Full-time, term time & INSETs, permanent contract

NJC8-12; £26,824 - £28,598 (pro-rata)

Actual salary: £23,247 - £25,007

Welcome



Thank you for your interest in BFS and taking the time to read the details of this exciting opportunity to join us as our SEND Administrator from September.

BFS is a thriving oversubscribed school which has a successful Sixth Form of over 240 students. The school was founded in 2011 by a local group of parents who wanted a high performing school to serve the community of North-West Bristol. The school values of Community, Ambition and Opportunity are very important and we demonstrate them through our day to day work with young people. We are looking for staff to support us with these values and make a positive contribution to the life of the school.



You will join a strong and supportive team and a school that engages in regular and timely CPD.



Please spend some time reading our school website and newsletters to get a flavour of the vibrancy of BFS.

I look forward to hearing from you.



Mrs Susan King
Headteacher



Community

Every child is known, valued and supported. The school works closely with families and partners to secure strong outcomes.



Ambition

High expectations for all students and staff, with a focus on academic excellence and personal growth.



Opportunity

A rich curriculum and extensive enrichment programme ensuring that every student can explore their interests and develop new skills.

Why work with *US* at BFS?

We will grow your career in an educational setting where you can make a difference.

About Bristol Free School:

Bristol Free School is a successful and oversubscribed secondary school with Sixth Form situated in Westbury on Trym. We are a caring school with a highly qualified and exceptionally committed staff, who recognise the importance of creative and challenging teaching and high professional standards. All staff and students are greatly valued and emphasis on student and staff wellbeing is central to our culture.

At Bristol Free School, we are committed to the young people in our care. Our commitment encourages and inspires every child to fulfil their potential, we provide our students with the necessary skills to achieve academic and personal growth so they truly thrive, both socially and emotionally.

BFS has a very special ethos and culture which, at its core, is about being an active part of a happy hardworking community. Relationships at BFS are warm, positive and nurturing. We set very high expectations in terms of discipline and work ethic because we care about all our young people. We expect all BFS students to achieve and be the best they can be.

At BFS, individuality is encouraged and differences celebrated. We are genuinely excited about the prospect of our community spanning students and staff who come from varied backgrounds and experiences. This will ensure BFS is a vibrant, diverse and happy place where different views, new ideas, characters and ambitions flourish.

Our SEND Department:

The post holder will be a key member of the SEND team which is made up of a SENDCo, two Assistant SENDCos, a SEND Admin assistant and an HLTA (SEND Work Room Lead) as well as a large team of teaching assistants that support SEND students within Bristol Free School.

We ensure that everything possible is in place to enable SEND learners to access the curriculum and make the best progress possible during their time with us.

Ofsted



Read our report ↗



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Reports to: SENDCo/Assistant SENDCo

Purpose of the job:

To provide professional, confidential, and timely administrative support for Special Educational Needs:

- Supporting the SENDCo to facilitate SEND provision for all students on the school's SEND register, which is efficient and effective, comprehensive and confidential
- To act as a point of contact for parents and other professionals/outside agencies
- To undertake and coordinate all administrative tasks supporting the management of SEND
- To ensure statutory deadlines and duties are adhered to in line with the SEND code of practice 2014
- Provide basic pastoral care to SEND students
- Support SENDCo, Assistant SENDCo and SEND HLTA with student interactions, mentoring where appropriate

Accountabilities/Relationships:

The post holder will be line managed by the SENDCo/Assistant SENDCos.

The postholder will need to interact with staff and students across the school and should establish and maintain positive relationships with all.

General Responsibilities (all staff):

- To perform duties and attend meetings/training as reasonably required
- To participate in the school's performance management scheme
- To contribute to the school's pastoral system
- To observe and implement current School policies and good practice
- To carry out such duties as the Headteacher may reasonably direct from time to time



Job Description: SEND Administrator (continued)

Specific responsibilities:

Special Educational Needs Support

- To act as first point of contact, in support of the SENDCo and Assistant SENDCos in relation to SEND
- Provide administrative and clerical duties needed to support the SENDCo and Assistant SENDCos
- Liaise with parents, the LA and other stakeholders as necessary
- Manage situations of a sensitive nature
- Develop, manage and maintain SEND online records including the archiving, retrieval and disposing of SEND information as appropriate
- Collate, input and assess a range of data required to update SEND Records and student information
- Collate, input and assess a range of data to create reports for student tracking
- Ensure all Annual Review paperwork is collated and submitted to statutory guidelines.
- Manage and maintain records of EHCP consults received, keeping within statutory guidelines.
- Update the SEND Register and other records
- Work with the SENDCo to manage and deploy TA support in line with EHCP requirements.
- Liaise with primary/feeder schools and external service ensuring that all SEND information is received
- Support the SENDCo and Year 7 transition lead, to accurately identify and effectively manage Y6-7 SEND transition including additional school visits as required
- Forward SEND information to transfer schools
- Produce all letters and reports as required, including individual letters to parents, arrange meetings, take minutes, respond to telephone calls and messages etc., for the SENDCO
- Assist in updating provision plans.
- Oversee (in collaboration with the assistant SENDCo) internal and external testing for Access Arrangements
- Plan and maintain accurate records of Exam Access Arrangements in collaboration with the Assistant SENDCo and Exams manager
- Ensure applications to JCQ and awarding exam bodies are accurate and reflect need
- Liaise with the Assistant SENDCo and Exams manager to communicate AA to parents and students
- Support SENDCo and Assistant SENDCos with student interactions, mentoring where appropriate
- Support the communication with partners, including the organisation of social events
- Keep relevant staff informed of any issues relating to SEND Students

Person Specification: SEND Administrator

Experience

- Experience of working in a school or a similar environment
- Experience of administration and/or specific responsibilities within the job description
- Experience of working with young people in a school or extra-curricular context is desirable
- Proven track record of working with a team

Professional knowledge

Essential

- GCSE or equivalent (NVQ level 2) passes in English and mathematics (literacy and numeracy)

Desirable

- NVQ Level 3 in Administration
- Knowledge of school systems such as Bromcom and CPOMS

Skills and Attributes

- Ability to manage own time effectively and prioritise workload
- Ability to adhere to working procedures and policies within the school environment
- Ability to operate as part of a team or individually as required
- Able to interact effectively with staff, parents, students and outside agencies
- Understanding and sensitive to others
- Good oral and written communication skills
- Discrete with ability to maintain confidentiality
- Good ICT skills
- Patient, flexible and adaptable, meticulous and conscientious
- Ability to multi-task and deal with interruptions
- Calm in a crisis
- Uses own initiative
- Efficient, organised and meticulous
- Willing to adapt to change and show a flexible approach

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to their Line Manager or the School's Child Protection Officer.

How to Apply:

Please submit your application online My New Term. Paper copies of the application form are available on request.

If you have any queries regarding the post, please email us at vacancies@bristolfreeschool.org.uk.

Closing date: Monday 13 July at 9am

Interview date: Wednesday 15 July

BFS celebrates and supports diversity and is committed to ensuring equal opportunities for both employees and applicants.



Our Benefits



Flexible and Family Friendly Policies



Free Flu Jab



Discounted Gym Membership



Employee Assistance Programme



Local Government Pension Scheme



Career Development/CPD

Introduction to Russell Education Trust

Background to the Trust

Russell Education Trust is a multi-academy trust comprising five secondary schools and one primary school spread across the south of England.

The Trust is a family of faith and community schools with distinctive individual identities. Underpinned by a shared commitment to respect, responsibility fairness and equality, Russell Education Trust schools work together to achieve their vision of providing all students with an outstanding education.

The Trust is driven by the strong moral purpose of knowing, valuing and developing every student and member of staff to ensure that their potential is realised, and their ambitions achieved.



Vision & Values

- Valuing People
- Pursuing Achievement
- Serving Communities

Our *schools*

- Celebrate difference and diversity in an inclusive, socially responsible culture
- Deliver a broad, balanced, and ambitious curriculum: centred on the core subjects of English, mathematics and science supported by technology and computing complemented by humanities, languages, arts and vocational subjects
- Provide a rich education that develops students' minds, beliefs, characters, skills and interests
- Equip students with the knowledge and skills for success in the modern world through examination success and personal development
- Uphold high standards of behaviour, learning and equality of opportunity for all students
- Nurture and develop their staff, through day-to-day support, high quality continuing professional development, cross-Trust collaboration and networking, and opportunities for career progression
- Are rooted within their local communities and seek to serve their particular needs.



Russell Education Trust's Schools



Bristol Free School (established Sept 2011)

'Ofsted describes BFS as "a highly ambitious and inclusive school" where "pupils thrive". Inspectors noted that pupils feel "safe, known and valued", that they are proud of their school, and that relationships between pupils and staff are strong and trusting. Inspectors recognised the consistently strong academic outcomes our pupils achieve, noting that "many pupils achieve very well, making excellent progress from their starting points" and that results at both key stage 4 and key stage 5 have been "positive and sustained over a number of years".

Ofsted 2026

Elmlea Infant & Junior Schools

'Pupils flourish at Elmlea Infant School. They achieve extremely well. Staff have high expectations for pupils' behaviour and conduct. Pupils feel safe and value the positive relationships they have with staff. Leaders are ambitious for what pupils with SEND can achieve.'

Ofsted 2023



Becket Keys Church of England School (established Sept 2012)

'The headteacher's inspired leadership has quickly established a vibrant, orderly community which enables students to thrive. He ensures that a family atmosphere is fostered across the school in which all students feel cared for, and valued.'

Ofsted 2014

St Andrew the Apostle Greek Orthodox School (established 2015)

'Students are making strong progress in a range of subjects. They value the leadership opportunities open to them. Students also appreciate the support and care they receive.'

Ofsted 2018



Kings School Hove (established Sept 2013)

'Leaders have created a culture that extends far beyond the academic. Staff value each pupil and know them well. The provision for personal development is first class. It is promoted consistently across the school.'

Ofsted 2022

Turing House School (established Sept 2015)

'The school has many strengths. Leaders have established an open culture at the school where there is a clear sense of teamwork and community across staff and pupils alike. Everyone takes pride in the school. It is a welcoming and vibrant place.'

Ofsted 2018

