



ACADEMIES TRUST
Registered office: Arthur Mee Road,
Stapleford Nottingham NG9 7EW
Tel: 0115 9170100
CEO Paul West
www.satrust.com



Arthur Mee Road
Stapleford Nottingham NG9 7EW
Principal: Mrs H Corbett
www.georgespencer.org.uk

SEND Administrator
NJC scale 2-6, (Actual salary £8,498 - £9,046)
15 hours per week (2 days), term time only

George Spencer Academy

The SEND Administrator will:

- Provide effective administrative and organisational support to the SEND provision, ensuring statutory duties are met, information is accurate and up to date, and communication between school, families, and external professionals is efficient and compliant.
- Lead, coordinate, and quality-assure all aspects of Exam Access Arrangements (EAA) across the Academy, ensuring compliance with JCQ regulations, robust evidence, and accurate record-keeping.
- Work collaboratively with the Inclusion Team to support effective provision for students with additional needs, and liaise with staff, families, and the Examinations Officer to ensure arrangements are implemented effectively.

The Inclusion Faculty at George Spencer Academy is highly regarded. The faculty is based in the Learning and Inclusion centre which opened in 2012. We are looking for staff who want to support in taking the faculty forward and are passionate about making a difference to the lives of young people.

If you require more information or would like an informal discussion about the role please contact Mrs Wiseman, Inclusion Manager – Lwiseman@georgespencer.org.uk

George Spencer Academy is a World Class School with a national reputation for providing high quality education.

George Spencer Academy is an inspirational place with a true sense of belonging to something special. We are a warm, friendly and vibrant school that is built on an 'Ethos of Excellence'. We have high expectations for all and a belief that every child will be successful both academically and as lifelong learners. As a values driven school our students and staff create a community that we are extremely proud of. We believe in investing in our staff and we offer excellent career, training and professional development opportunities.

Our strong core values have led to a school where:

- We believe the power of education shapes children's lives.
- Students are polite, honest, respectful and resilient.
- Academic challenge is interwoven with the support we provide for each individual.
- Standards are high with positive behaviour and active engagement in learning being the norm.
- Staff and students have built strong relationships as we strive to be the best we can be.

SAT is an educational charity, Multi-Academy Trust and Sponsor of Academies. We have approaching 18000 children and young people in our academies and employ more than 2800 teachers, leaders and educational support professionals across the East Midlands. We aspire to be a leading regional high performing Trust, with a national reputation for excellence.

We currently have 18 primary academies, 8 secondary academies and 1 primary aged special school in our family of schools. All of our schools benefit from the collaboration and added value that being a member of our Trust offers and share our values and beliefs. Spencer Trust academies share an ambition to deliver results that compete with the very highest performing schools in the country and deliver a curriculum for students that is underpinned by breadth,

opportunity and quality: one that seeks to give young people the opportunity to develop into well rounded global citizens that believe they can influence positive change in the world.

Mission

Our Mission is to deliver the best possible outcomes for children and young people.

Vision

Spencer Academies Trust is an exceptional Trust, providing an outstanding education for local children.

We Believe:

- All children have a right to a quality education regardless of background or ability, and have an entitlement to the opportunity of a secure progression route in their learning and development.
- Schools are stronger when they work in collaboration with each other, operate within a 'family' and are open to a true sense of partnership.
- We grow the effectiveness and sustainability of our schools by developing the people within them, and that through shared and equitable responsibility for quality and outcomes; we achieve more.

Applicants would be expected to share the Trust's high aspirations and expectations for pupils and staff.

Please submit your application by no later than Monday 12 January 2026 at 9am.

Our application deadline can end earlier, so if you are keen to apply, please add your profile to this vacancy as soon as possible.

Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and all posts are subject to enhanced DBS with children's barred list checks and completion of Level 2 safeguarding training.

Spencer Academies Trust is a Disability Confident Committed Employer