



Westfield School

# SEND Administrative Assistant

Applicant Pack



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# The vacancy

## Post advert

**Deadline for applications:** 11:59pm on 5 July 2026

**To start:** ASAP

We are currently seeking to appoint a SEND Admin Assistant to join the busy administration team at Westfield School. The role will mainly focus on providing admin support to the SEND teams but may also include support to pastoral, safeguarding and inclusion teams. The role includes arranging parental meetings, maintaining student records, filing and note taking in meetings. The role is also required to support some data admin requirements across the school.

The successful applicant will need to understand the language of SEND admin, be able to demonstrate strong organisation skills, excellent communication skills and be confident in a range of admin duties. We are looking for someone who:

- Is highly organised
- Has a range of experience working in an admin environment
- Is confident on the telephone
- Has excellent communication and inter-personal skills
- Has good SEND knowledge and familiar with SEND paperwork

We are looking for someone with a genuine desire to improve the life chances and academic outcomes of young people. Candidates must have strong communication skills and be flexible, resilient, and nurturing towards students.

If you want to work in an inspiring, fully inclusive environment with students who want to succeed and alongside friendly, supportive staff, then we want to hear from you! You will join a passionate and dedicated team, a school with strong leadership, and a Trust who is committed to providing professional development and opportunities for all colleagues.

**Chorus Education Trust is proud to support flexible working arrangements.**

## Role summary

<b>Post title:</b>	<b>SEND Administrative Assistant</b>
<b>Grade:</b>	4
<b>Grade spinal point range:</b>	SCP 7 - 12
<b>Salary:</b>	£26,403– 28,598 (Pro Rata Actual £22,709 - £24,597)
<b>Accountable SLT post:</b>	Business Support Services Manager in conjunction with SENCO
<b>Line manager (if different):</b>	
<b>Staff to be supervised or line managed by post holder:</b>	

**Post holder will work with:** SLT, SENCo, Safeguarding team and other teaching and support staff

**Holiday and sickness relief:** By and for other Business Support/Administrative Support staff

**Purpose of post:** To provide an effective, efficient and high quality SEND and general administrative support service within the school.

**Version revised:** May 2022

**Contract:** Permanent 37 hours/39 weeks

At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our safeguarding and child protection policy at [www.chorustrust.org/policies](http://www.chorustrust.org/policies).

The trust will conduct an online search of the successful candidate in line with the DfE's keeping children safe in education advice.

The successful candidate will be required to complete a Disclosure and Barring Service (DBS) check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

## Job description

The post holder must at all times carry out his/her responsibilities within the spirit of school and trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School.

### Specific duties and responsibilities

To provide an accurate, effective, efficient and timely SEND administrative support service, following systems and processes in place and to the standards expected by the school and the Trust. This will include but not limited to:

#### SEND Administration

- Data entry associated with School Management Information Systems, including but not limited to the SENCO team, Safeguarding and Student records systems.
- Ensure relevant staff are updated with new information or changes relating to SEND students.
- Provide admin support including the preparation of reports and statistical data information and other confidential documents to a high standard, for the SENCO team.
- Organising diaries of the SENCO team, including arranging meetings with relevant staff, pastoral review meetings, parents/carers and outside multi-agencies, including the arrangements for EHCP annual reviews, and prospective SEND student tours.
- To respond efficiently and sensitively to all communications received from parents /carers and professionals in connection with students, whether written or verbal.
- Collation of all relevant documentation and data required by the SENCO / Safeguarding team, in preparation of meetings.
- To respect the confidentiality and sensitive nature of SEND data and ensure this is confidentially maintained.
- Organising student observations, including the collation of relevant evidence and data along with liaising with external multi agency stakeholders involved in the observation process as directed by the SENCO.
- Assisting the SENCO with organising all relevant SEND events.
- Exam Access Arrangement Testing, collating evidence and data, to allow SENCO to make EAA qualifying decisions, including the arrangement of testing dates with external assessors, collating required documents, informing all relevant parties, making applications to JCQ boards and downloading results report for marking.

#### Other Administrative Support

- Receive, catalogue, issue and retrieve departmental resources as required.

- Assist where required, the provision of resources support for school events, e.g. setting up rooms, ensuring audio and visual systems are provided etc.
- Assist the Business Support Services Manager and HR Administrator with the annual staff handbook, school calendar and rota review and updating.
- Provision of general administrative tasks e.g. typing, filing, minute taking and other clerical duties as required across all departments within school.
- Data entry associated with School Management Information Systems, including but not limited to the Finance, HR and Student records systems.
- Work closely with other administration colleagues to share the workload at key times of the year.
- Administration of curriculum related school trips, as required.
- Assist with the administration of balances owed to school relating to departmental activities (e.g. trips, sale of revision guides etc.) as required.
- Provide cover for the reception team, answering phone calls, managing visitors and dealing with general staff and student queries
- Provide support to the school reprographics department during busy periods undertaking general copying and reprographics duties and helping with the preparation and maintenance of school displays.

### **Support for the Trust/School (applies to all roles)**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the Trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the Trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- From time to time, to meet the needs of the Trust, you may be asked but not expected to work hours additional to your normal working hours. The Trust will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.
- Team responsibilities - All Business support staff are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

## **Changes to these duties**

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher/Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the governing body or board of trustees and/or senior leadership team as required. Trade union representation will be welcomed in any such discussions.

# Person Specification

Job Title: SEND Administrative Assistant

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
<b>Knowledge, experience and skills</b>			
General administrative experience to include, Word Processing, filing, collating, proof-reading of material, data entry and spreadsheet use, using Microsoft Office packages.	✓		<b>A</b>
Data entry associated with School Management Information Systems, including but not limited to the SENCO team, Safeguarding and Student records systems	✓		<b>A/I</b>
Customer services experience.	✓		<b>A</b>
Working in a busy office environment with many priorities and conflicting deadlines	✓		<b>A / I</b>
Experience of working in an education, training or similar environment with an SEND focus	✓		<b>A</b>
Excellent Organisation Skills.	✓		<b>A/I</b>
<b>Qualifications</b>			
Grade 4 or above at GCSE in English and Maths or equivalent qualifications	✓		<b>A</b>
Evidence of regular, relevant and recent personal development.		✓	<b>A / I</b>
<b>Other skills</b>			
Communicate effectively with people at all levels eg school staff, students, governors and external contacts/ suppliers.	✓		<b>I</b>
Work effectively as part of a team recognising own role as a team member.	✓		<b>A / I</b>
Demonstrate an enthusiastic and positive approach regarding change, having a definite 'can do' mentality.	✓		<b>I</b>

Ability to learn from experiences.	✓		I
Ability to carry out instructions accurately and effectively as directed by line manager.	✓		I
Ability to work alongside young people (not necessarily in school environment).	✓		A / I
<b>Interpersonal skills</b>			
Ability to maintain confidentiality	✓		A
Accuracy when receiving information (verbally and written) and communicate information effectively and accurately.	✓		I
Able to make a positive contribution to the team.	✓		A
Able to reflect on performance and further develop own knowledge and skills to improve performance.	✓		I
Maintains standards set by the organisation.	✓		I
Takes responsibility for own actions.	✓		I
Ability to work alone unsupervised and manage own workload.	✓		A / I
<b>Child protection</b>			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I

## Westfield School

Westfield School has a strong local reputation and has recently been oversubscribed. We are an ambitious and improving secondary school, with expanding 11-16 provision. We currently have over 1300 students and seek to provide outstanding achievement for all.

We are really proud of our school and our students. Our expanding curriculum is ambitious and enriched with our exam results improving year on year.

The environment in which we work is modern and vibrant with great facilities including generous grounds, bright classrooms with modern IT, fabulous sports facilities including astroturf and swimming pool.



In addition to trust-wide benefits for all staff, those at Westfield School also have access to:

- Supportive and friendly staff and leadership team.
- Excellent public transport links and free staff parking.
- Free access to on-site leisure facilities including swimming pool and gym.
- Opportunity to be part of the varied extracurricular offering, including Duke of Edinburgh's Award programme.
- Staff wellbeing and fitness programme, run in conjunction with Sheffield United.

You can view the school website at: [www.westfield.chorustrust.org](http://www.westfield.chorustrust.org).

## Chorus Education Trust

Chorus Trust is a growing trust, committed to providing every child with the best education in both primary and secondary schools across South Yorkshire and Derbyshire. We train and develop teachers, giving our children access to the very best educational thinking and practice.



Our vision is ‘Outstanding Achievement for All’. We want to create a culture of success in which our children and young people can succeed. We do this through the provision of safe and supportive schools, collaborating to ensure our children benefit from a more effective spend of public money.

As part of the Chorus Trust Team, all staff have access to:



An ethos of being a **force for good**; of being part of a team that enables ‘outstanding achievement for all’.



Leading edge **training and development** through the South Yorkshire Teaching Hub.



A **collaborative environment** encouraging knowledge sharing and support.



Discounted **health schemes** through Westfield Health and Westfield Rewards Schemes.



Competitive **pension schemes**: Teacher’s Pension Scheme (teaching staff) and local government pension scheme (support staff).



Term-time only contract postholders have the freedom of having **school holidays** off.



**Career progression** opportunities within a growing, local trust.



Support for **flexible working** arrangements.

You can read more about Chorus Trust at [www.chorustrust.org](http://www.chorustrust.org).