



MALMESBURY SCHOOL

Happy, caring, excellent



SEND Administrator





Welcome to the Athelstan Trust.

Our Multi-Academy Trust is an organisation in which children, staff and parents can feel part of a caring, collaborative and excellent community.

We are a Multi-Academy Trust of five secondary schools and four primary schools across Wiltshire, Gloucestershire and South Gloucestershire. We were excited to welcome two new primary schools in the last few months and from October 2025 another secondary school. This will further enrich our collaborative strengths.

Established in 2015, the Athelstan Trust aims to achieve the best for, and from, each child. We enable each child to realise their full academic, creative and physical potential and to develop positive social and moral values.

Believing that successful schools are rooted in their local community, we respect and value the individual nature and ethos of our schools while knowing we are more effective when we work together and support each other. Celebrating spiritual and creative diversity, success, and lifelong learning is important to us. We are inclusive and collaborative and promote a culture of openness and integrity.

We are absolutely committed to raising educational standards for all the children in our schools. We believe in developing the talents and skills of all our staff and students.

We seek applicants who share our vision and values.

We look forward to receiving your application.

Best wishes,

Matthew Evans

Chief Executive Officer

The Athelstan Trust





Dear Colleague,

Thank you for your interest in working with us at Malmesbury School. It is a wonderful opportunity for an ambitious and talented individual to join a forward thinking and invocative school with exceptionally high levels of achievement, behaviour and performance.

At Malmesbury we endeavour to ensure our school is a Happy, Caring and Excellent environment in which all students can thrive. We are proud to be a truly comprehensive school, and our provision matches the needs of our truly comprehensive and rural in-take.

As you visit the school, walk the corridors and speak to our staff and students, you will see our mantra embodied in everything we do, including our recruitment process. We are recognised regionally for our superb outcomes for students with significantly positive Progress 8 year-on-year. We are also proud of the development the students make personally during their time with us, the destinations of our leavers and the numbers attaining exceptionally well after leaving Malmesbury in Higher Education.

Our offer goes beyond the classroom and we are proud of our extensive extra-curricular offer, whether that be our exchanges and foreign links with Denmark and South Africa or vast range of clubs and societies. We believe strongly in developing all our students culturally and exposing them to range of opportunities that best prepare them for being Happy, Caring and Excellent adults.

This letter provides a flavour of Malmesbury School. There is much more to see on our website and if you would like any further information/clarification then please contact Lisa Bailey, our HR Officer, lbailey@malmesbury.wilts.sch.uk who will be only too happy to help.

I look forward very much to hearing from you and wish you the very best of luck with your application.

Yours sincerely

Mr Brett Jouny
Headteacher





Our Philosophy as an Employer

The Athelstan Trust is absolutely committed to raising educational standards for all the children in our schools. In order to do this, we need to recruit the best staff who are committed to our vision and values.

We aim to be the employer of choice in our area and genuinely believe that all roles in our organisation can be carried out within a flexible working model. Working in schools should be seen as part of a rich fulfilling life and not a barrier to it. We will always consider a flexible working option for every post.

We understand that we need to support staff to achieve our goals and have in place a professional development programme that offers internal and external opportunities to develop the talents and skills of all our staff.

Why work for us?

Internal career opportunities

Personalised professional development and training

Employee assistance programme

Flexible working opportunities and a genuine commitment to family and work/life balance

Nationally negotiated cost of living pay

Automatic enrolment to the teacher or local government pension schemes

Generous holiday allowance for support staff

Recognition of local government continuous service

Cycle to Work scheme

Discounts at local gyms





SEND Administrator

Start date: ASAP

Salary: NJC SP13 – Full Time Salary £30,023. Actual Salary based on 27 hours per week, term time only + 1 week - £18,760

Contract: Part Time. Term time only.

Location: Malmesbury School

Closing date: Thursday 17th September at 9am

NB: Should a suitable applicant be found then the vacancy may be closed to applications ahead of the advertised closing date.

The Athelstan Trust is a successful and growing Multi-Academy Trust consisting of six secondary schools and four primary schools in Wiltshire, Gloucestershire, and South Gloucestershire. We currently employ over 750 people and educate 5,000 pupils and plan to expand further over the coming years. At Malmesbury School our vision is to be a Happy, Caring and Excellent community. We are proud to be a truly comprehensive school providing an education of the highest quality for all the students within Malmesbury and the surrounding area.

Malmesbury School requires an inspiring and dedicated SEND Administrator with a proactive ability to positively impact staff and students. Applications are welcomed from those with or without SEND knowledge and training will be provided.

At Malmesbury school our vision is to be a Happy, Caring and Excellent community. We are proud to be a truly comprehensive school providing an education of the highest quality for all the students within Malmesbury and the surrounding area. We are proud to have been judged outstanding in all areas by Ofsted in our inspections in 2012 and 2024.

The Athelstan Trust is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check.

The Athelstan Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check along with standard pre-employment safeguarding checks. As the role includes working with children, it is exempt from the Rehabilitation of Offenders Act 1974. Applicants must, therefore, disclose all spent and unspent convictions. References will be sought for shortlisted candidates before





interview. Please also be aware that you will be subject to an online check and that you may be questioned about the findings of such a check at your interview.

We are a flexible working employer, and we are willing to make any reasonable adjustments you require during your interview so please ask us.





JOB DESCRIPTION

POST: SEND Administrator

LEVEL OF PAY: SCP 13-16

PRIMARY FUNCTION:

To provide high quality administrative, organisational and compliance-focused support to the SENDCo and the SEND department. The role ensures statutory responsibilities are met, SEND systems are well-maintained, communication is professional and timely, and the coordination of SEND provision operates effectively across the school.

Duties Include (but not limited to):

1. Administrative and Operational Support

- Provide comprehensive administrative and logistical support to the SENDCo and Deputy SENDCos.
- Manage the SENDCo/Deputy SENDCos' calendar, coordinate appointments and multi-agency meetings, and organise resources.
- Prepare documentation, agendas, and reports for meetings.
- Assist with the administration and monitoring of EHCP processes, including assessments, reviews, and statutory deadlines.
- Request information from teachers/TAs for SEND Support, EHCP annual reviews and other parent/carers meetings as part of our Graduated Approach
- Support the SENDCo and families through mediation or tribunal processes by preparing accurate documentation, evidence packs and correspondence.
- Communicating with parents, carers, staff and external agencies regarding the SEND department
- Maintain accurate, confidential, up-to-date SEND records in line with GDPR and safeguarding requirements.
- Maintain provision maps, student profiles, evidence logs and communication records.
- Complete necessary paperwork for all referrals.
- Supervise and support SEND students as required
- Maintain a secure, friendly and efficient environment for staff, students, parents/carers and visitors to Learning Support, including arranging meetings and provision of visitor hospitality.

2. Understanding SEND Legislation and Statutory Duties

- Maintain an up-to-date working knowledge of the Children and Families Act 2014, the SEND Code of Practice (2015), the Equality Act 2010 and Local Authority expectations.
- Support the SENDCo in ensuring statutory compliance for SEND processes.





- Administer EHCP processes: referrals, consultation responses, reviews and implementation of provision

3. Specialist SEND Administrative Support

- Provide first point of contact for general telephone/email enquiries regarding SEND provision and ensure calls and messages are directed to the relevant member of the team.
- Help develop systems for early identification and intervention, including logging referrals and tracking outcomes.
- Support the SEND and Transition team organising events as part of the transition process including working with students, parents/carers, writing Student Profiles and sharing information with staff.
- Liaise with the Exams Officer to ensure Access Arrangements are correctly assessed, applied for, recorded and implemented in line with JCQ regulations.
- Liaise with the SENDCo, Deputy SENDCos and Exams Access Arrangements' assessors to arrange testing, meetings, complete relevant paperwork and communicate with students, families and Further Education providers.
- Update Class Charts and Edukey Provision Maps after the SENDCo or Deputy SENDCo have made updates to provision
- Liaise with external agencies such as Educational Psychologists, SALT, CAMHS and advisory teachers, scheduling visits and ensuring reports are shared appropriately.
- Assist with the co-ordination of SEND events.

4. Teaching Assistant Deployment and Timetables

- Schedule and coordinate in-class support, small-group interventions and 1:1 sessions where appropriate.
- Help ensure TA deployment is efficient, supports statutory provision in EHCPs, and responds to changing student needs throughout the year.
- Maintain clear records of TA timetables, changes, and intervention impact tracking.

5. General Responsibilities

- To maintain the confidentiality of the working environment
- Promote the aims of the academy / Trust
- Uphold and promote the school's safeguarding, equality and inclusion policies.
- Support and maintain a positive working environment between colleagues across the academy
- Maintain absolute confidentiality in handling sensitive information.
- Undertake training to enhance SEND knowledge and administrative expertise.
- Contribute to a positive, collaborative SEND team environment.





- To be familiar and comply with all relevant Health and Safety, Management of Risk, Operational, Personal, Data Protection and Financial Regulations policies and procedures.
- To ensure duties and responsibilities are carried out in a safe manner and safe working practices are adopted, in accordance with the Health and Safety at Work Act, 1974
- To understand and comply with procedures for the emergency evacuation of the academy
- The post holder will be expected to work in a flexible manner undertaking any reasonable duties commensurate within the range and grade of the post, or indeed lesser duties as directed and whether detailed within this profile or not, but as required by the academy to enable students to achieve and reach their full potential. This is an outline job profile to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility.

Supervision and Work Planning

The post holder will receive general direction and supervision from the SENDCo/Deputy SENDCos/Assistant Headteacher but will be expected to organise their own work following set procedures. The post holder will be expected to use initiative to anticipate requirements and deal with situations as they arise.

Problems and Decisions

Planning and prioritising work to meet internal and external deadlines.

Developing administrative systems.

Applying specialist skills and knowledge, demonstrating a high level of initiative, in seeking to resolve relevant queries or problems which may arise. Decisions will be regularly required regarding points of referral for issues which may arise.

Contacts

The post holder will be required to establish good working relationships with staff, while being sensitive to confidential requirements.

There will be frequent contact with staff, students, parents/carers, external agencies, and LA staff. The ability to deal effectively with all these groups is important.

Physical Effort and/or Strain

Working in a normal school environment. No specific requirements.





Working Environment

Work will be undertaken in the school offices or meetings rooms. This is a busy environment owing to the layout of the school buildings and the nature of the work, which may lead to a high level of interruptions on a daily basis.

Equipment

Computer and other office equipment.

General

This job description only contains the main duties relating to this post and does not describe in detail all the duties required to carry them out and there will be an expectation that the post holder will carry out other duties that reasonably fall within the general nature of the level of responsibility of the post.

Special Notes or Conditions

The Athelstan Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check along with standard pre-employment safeguarding checks. As the role includes working with children, it is exempt from the Rehabilitation of Offenders Act 1974. Applicants must, therefore, disclose all spent and unspent convictions. The post holder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the school's Child Protection and Behaviour policies.

The Athelstan Trust

There is an expectation of collaboration and resource sharing with other colleagues across the Trust.





SEND Administrator

Person Specification

Qualifications	Essential	Desirable
Minimum 5 GCSE's (A*-C) or equivalent, including English and Mathematics	✓	
Evidence of Continued Professional Development		✓
Educated to degree level		✓
Experience		
Experience of SEND Administration or Similar		✓
Demonstrable previous responsibility for the planning, organisation and co-ordination of a number of time-critical processes		✓
Experience of working in a senior administrative position ideally in an educational environment (and in a larger educational establishment)		✓
Knowledge, Skills and Abilities		
Excellent interpersonal and communication skills with a very high standard of written and spoken English	✓	
Proficient in MS Office (MS word, MS Excel and MS Outlook)	✓	
Excellent organisational skills and knowledge of office systems and procedures	✓	
Ability to use initiative and successfully work independently	✓	
Ability to work effectively with others as part of a professional team	✓	
Attention to detail and problem-solving skills	✓	
Ability to deal with sensitive matters professionally and confidentially	✓	
High level of accuracy and attention to detail	✓	
Personal Attributes		
A calm, flexible, confidential person who can inspire confidence	✓	
Flexible around the evolution of the role	✓	





Faculty

The Learning Support Faculty at Malmesbury School prides itself on providing strong and inclusive SEND provision to ensure all students are empowered to be the best they can be. The SENDCo, Deputy SENDCos and Teaching Assistants (TAs) work collaboratively with staff, families, external agencies and Local Authorities to identify and support students with a wide range of needs.

Staff provide targeted support and interventions while promoting independence and full inclusion within mainstream classrooms. This work sits within the school's wider ethos of being "happy, caring and excellent," with above-average levels of SEND support and a strong emphasis on personalised provision and student progress.

2026

Jessica Abel-Goldbin

