



RECRUITMENT PACK

Administrative Officer- SEND Admin
support

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WELCOME FROM CLAIRE HUNT, HEADTEACHER

Dear Applicant,

Thank you for your interest in joining St Augustine's RC High School I hope you find the information in this recruitment pack both informative and inspiring.

Thank you for your interest in joining St Augustine's RC High School.

St Augustine's is a vibrant and outward-looking Catholic school rooted in Gospel values and the teachings of the Church. Christ is placed at the centre of all that we do, shaping a culture built on humility, compassion and recognition of the dignity of every individual. Our mission is lived out daily through our commitment to act humbly, love tenderly and seek God in all things.

We are proud of our strong reputation for high standards, excellent behaviour and exceptional pastoral care. Our pupils are ambitious, enthusiastic and deeply committed to their learning, and they are supported by a dedicated team of staff who work tirelessly to help every child fulfil their God-given potential. Our curriculum is broad, balanced and inclusive, ensuring that all pupils — including those with additional needs — are known, nurtured and challenged.

Our Catholic life and mission shapes every aspect of school life. This was recognised by the Diocese of Salford, who judged the school to be outstanding in all areas, praising our leadership, our sense of community and the exceptional quality of pastoral support offered to our pupils. Ofsted has also affirmed the strength of our provision, highlighting the positive relationships, strong community spirit and the high levels of success our pupils achieve as they prepare for their next steps.

If you are considering joining us, I hope this recruitment pack provides a sense of the values, aspirations and culture that define our school. We are a welcoming, hardworking and supportive community, and we look forward to welcoming colleagues who share our commitment to excellence, faith and service.

We look forward to receiving your application.

Claire Hunt

WELCOME FROM FRANCIS HINDLE, CHAIR OF THE BOARD OF GOVERNORS

Dear Applicant,

St Augustine's is an oversubscribed mixed 11-16 Roman Catholic High School. From our original intake of 450 pupils in 1963 we have grown steadily in popularity and are now one of the largest Catholic high schools in Lancashire. Our location is enviable. Surrounded by fields, with Pendle Hill as a backdrop, we enjoy a beautiful rural setting. Billington is a short walk from the ruined twelfth century Cistercian Abbey of Whalley, one of the most attractive villages in the Ribble Valley. The school is also a short drive away from the market town of Clitheroe, dominated by its little castle, and the Pendle villages associated with the seventeenth century witchcraft trials. The Ribble Valley is a lovely part of the world, often listed in the "Best Places to Live in the UK" surveys, and despite being largely rural, its population is rising.

The school has a large catchment area. We have ten partner primaries, four of which are small rural schools. Around 95% of the Year 6 pupils in our partner primaries move on to us. The socio-economic profile of our intake is diverse and reflects our comprehensive nature. In December 2022, St Augustine's joined the Romero Catholic Academy Trust, one of the three Multi Academy Trusts (MAT) established by the Salford Diocese. You can find out more at www.romerocat.com

If you are the successful candidate, you will be a welcome addition to our school. Our school website, www.sarchs.com, has a wealth of information about life at St Augustine's so do please take a look at it if you would like to learn more about our school.

Yours faithfully,

Francis Hindle

JOB ADVERT

ADMINISTRATIVE OFFICER- SEND ADMIN SUPPORT

PERMANENT/ FULL TIME/ TTO PLUS ONE WEEK (39 WEEKS)

GRADE 5, SCP 6-11 £25,989 - £28,142 FTE [£22,553 - £24,421 PRO-RATA]

RESPONSIBLE TO: SENDCO

MAIN LOCATION: ST AUGUSTINE'S RC HIGH SCHOOL

REQUIRED TO COMMENCE ASAP

At Saint Augustine's, we want our young people to act justly, love tenderly and recognise God in their lives. Working with families, we will educate children in accordance with the principles and teachings of the Catholic church.

The Board of Directors of the Romero Catholic Academy Trust, alongside The Governors of St Augustine's RC High School are seeking to appoint an efficient, School Administrative Officer (SEND Support). Please see the Job Description for full details.

If you feel you have the right skills and attributes we are looking for, then we will be delighted to hear from you. Visits to the school are warmly welcomed and can be arranged by contacting the school office on **01254 823362** or info@sarchs.romerocat.com.

If you wish to apply, please do so via the My New Term website.

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Closing Date	13/07 9am
Shortlisting Date	13/07
Interview Date	15/07

ADMINISTRATIVE OFFICER- SEND ADMIN SUPPORT

JOB DESCRIPTION

JOB PURPOSE

This is a key role that supports statutory SEND processes, ensures accurate documentation and facilitates effective communication between staff, families, the Local Authority and external professionals.

MAIN DUTIES AND RESPONSIBILITIES

Your duties and responsibilities will include:

DATA AND SYSTEMS MANAGEMENT

- Maintain and update comprehensive SEND spreadsheets, including detailed information linked to review cycles (e.g. annual reviews.).
- Manage and update documentation on the server, ensuring new reports (including health reports) are uploaded promptly and correctly.
- Pre-populate and amend annual review paperwork, ensuring accuracy and consistency with updated EHCP's.

ANNUAL REVIEWS AND EHCP PROCESSES

- Co-ordinate all aspects of annual reviews ensuring statutory deadlines are met, both pre and post review.
- Send pre-review paperwork to the Local Authority, professionals and parents at least two weeks before scheduled meetings.
- Liaise with families, professionals and staff to arrange and confirm review dates, including making reminder phone calls to parents.
- Organise review meeting rooms, prepare review packs and ensure all required information is available for the SENDCO.
- Communicate all key deadlines to the SENDCO and provide the required paperwork and collated staff input.

PASSPORTS AND MULTI- AGENCY LIAISON

- Co-ordinate Pupil Passports
- Liaise with teachers and teaching assistants to gather feedback on Passport outcomes and to support the development of SMART targets.
- Communicate with all involved professionals regarding EHCP reviews, before and after meetings.
- Liaise with alternative provision providers to gather regular feedback, ensure quality information is provided, and maintain clear expectations.

Act as point of contact for external agencies.

TRANSITION AND ALTERNATIVE PROVISION

- Work alongside the Senior SEND Support Member of staff and SENCO to liaise with the Local Authority to arrange and confirm the timetable for transition reviews.
- Co-ordinate updates to section A of EHCP's with students and parents during transition meetings.
- Develop and maintain the Alternative Provision timetable for students accessing AP and SEND requirements.

Complete pupil application forms for Alternative Provision and Section 19s

Coordinate timetables for Alternative Provision (AP) and Section 19 pupils.

Maintain an overview of AP and Section 19 attendance, and provide regular attendance reports to the Attendance Officer.

Organise and schedule review meetings for AP and Section 19 pupils.

SAFEGUARDING, HEALTH AND SAFETY COMPLIANCE

- Uphold safeguarding responsibilities at all times.
- Follow all school policies and procedures.
- Maintain confidentiality and professionalism.
- Ensure compliance with data protection requirements.

FINANCIAL AND ADMINISTRATIVE DUTIES

- Assist in the management of the finances for Alternative Provision, including raising orders through the internal finance system.
- Oversee documentation, scanning, uploading and secure storage of all SEND paperwork.
- Provide general administrative support to the SENDCO and wider SEND team as needed.

GENERAL AND DEVELOPMENT

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, data protection and confidentiality, reporting all concerns to the relevant person.
- Contribute to the overall ethos, work and aims of the Academy.
- Take responsibility for own ongoing personal development and growth of expertise.
- Participate in training and other learning activities and performance development as required.

OTHER

- Promote teamwork to ensure effective working relations.

- Treat all users of the academy Trust with courtesy and consideration.
- Carry out any other reasonable responsibilities, as directed by the Headteacher, compatible with the role and grade for this post.

ADMINISTRATIVE OFFICER- SEND ADMIN SUPPORT

PERSON SPECIFICATION

Qualifications	Essential (E) Desirable (D)	Evidenced by: Application (A) Certificate (C) Interview (I) Test (T) Reference (R)
Qualifications and Training		
First aid training (or willingness to complete it)	D	A / I
GCSE English and Maths (or equivalent)	E	A / C / I
Willingness to undertake further SEND related training	E	A / I
Experience of EHCP processes and Annual Reviews	D	A / I
Knowledge and Experience		
Ability to use IT packages including word processing, spreadsheets and presentation software	E	A / I / T
Ability to use relevant office equipment effectively	E	A / I / T
Understanding of data protection and confidentiality	E	A / I / T
Carrying out administrative tasks	E	A / I / T
Working with children or young people	D	A / I
Working and collaborating within a team	E	A / I
Dealing with face-to-face and telephone interactions	E	A / I
Skills and Abilities		
Good oral and written communications skills	E	A / I / T
Ability to respond quickly and effectively to issues that arise	E	A / I / T
Ability to plan, organise and prioritise to meet deadlines	E	A / I / T
Excellent attention to detail	D	A / I / T
Ability to use own initiative and take action accordingly	E	A / I / T
Personal Qualities		
Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	E / D	A / I
Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	E / D	A / I / R
Ability to work under pressure and prioritise effectively	E	A / I / T
Commitment to maintaining confidentiality at all times	E	A / I / T / R

Embraces change well	E	A / I / T / R
Commitment to the Trust's ethos and values	E	A / I

EQUAL OPPORTUNITIES

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

HEALTH AND SAFETY

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

SAFEGUARDING COMMITMENT

The Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure. An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

ATTENDANCE

Good attendance enhances the service delivered by the Trust, minimises staffing difficulties and ensures best value to the schools. It is essential that applicants for positions in the Trust can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

ADMINISTRATIVE OFFICER- SEND ADMIN SUPPORT

HOW TO APPLY

If you would like to find out more about the position, please contact Mrs Claire Marsden on 01254 823362 or marsdenc@sarchs.romerocat.com.

If you wish to apply, please do so via the My New Term website.

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