

Job Description



Post Title	SEND Administrator - Part Time
Grade	Grade 4
Location	The Boulevard Academy
Reporting to	SENCO

Purpose of Role

The SEND Administrator will provide high-quality, comprehensive administrative and operational support to the SENCo and the wider SEND department as part of the team. You will be the central administrative hub for the department, managing confidential pupil records, maintaining statutory documentation, and coordinating complex schedules, for example Annual Reviews, referrals, and multidisciplinary meetings. Acting as a key point of contact for parents, Local Authorities, and external support agencies, the SEND Administrator will ensure all administrative procedures run efficiently, strictly adhere to data protection guidelines, and meet statutory SEND timelines. Supporting the SEND team is a wonderful opportunity to make a real difference to the education experience of children with SEND.

Key Responsibilities

1. Work with the SENCO to ensure a coherent approach to Inclusion takes place within the School.
2. Schedule Annual Reviews, SEN meetings, and parent appointments.
3. Send out meeting invites, agendas, and paperwork to staff, parents, and external agencies.
4. Attend meetings to take accurate minutes and distribute action as necessary.
5. Draft and submit referrals to external services (e.g., Local Authority, Speech & Language, CAMHS).
6. Help gather paperwork for EHC Needs Assessment (EHCNA) applications.
7. Serve as the main contact for routine parent and agency inquiries.
8. Coordinate pupil record transfers during school transitions.
9. Keep the school's SEND register and student records up to date.
10. Maintain secure, confidential digital and paper filing systems.
11. File progress notes, intervention tracking, and specialist reports.
12. Help gather evidence for exam access arrangements.
13. Send out routine letters and updates to parents.
14. Order resources and specialist equipment for the department.
15. Provide general administrative support to the SENCo.
16. Carry out all duties in the strictest confidence and in compliance with the General Data Protection Regulation (GDPR).
17. To carry out your duties in line with the School's policy on Equality and diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

Responsibilities for Staff:	N/a
Responsibilities for Customers/Clients:	Safeguarding and promoting the welfare of children. Responsible for supporting the learning and welfare of students. Responsible for keeping parents informed about progress. Liaise with other partner agencies regarding referrals and agreeing a way forward.
Responsibility for Budgets/Financial Resources:	N/a
Responsibility for Physical Resources:	Responsible for case files on a day-to-day basis, which contain confidential and often sensitive information. Ensure accurate records are kept

		E	D	How Identified
Qualifications	Grade 4 or above (or equivalent) in English	✓		Certificates
	NVQ Level 3 or equivalent in Business or Administration		✓	Certificates
Experience & Knowledge	Experience of using Microsoft Office	✓		Application Form Interview References
	Experience of working in a general administrative setting	✓		
	Experience of working in an SEN environment or Educational setting		✓	
	Experience of minute taking and diary management	✓		
	Knowledge of relevant policies, codes of practice and an awareness of relevant legislation	✓		
Training	To be prepared to undertake relevant and statutory school training	✓		Application Form Interview
	Commitment to continued professional development	✓		
Skills/Attributes	Motivation to work with children and young people	✓		
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	Ability to work under pressure, independently and use own initiative	✓		
	Awareness of the importance of confidentiality	✓		
	Excellent oral and written communication skills	✓		

Disclosure & Barring Service	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record	✓		(After shortlisting)