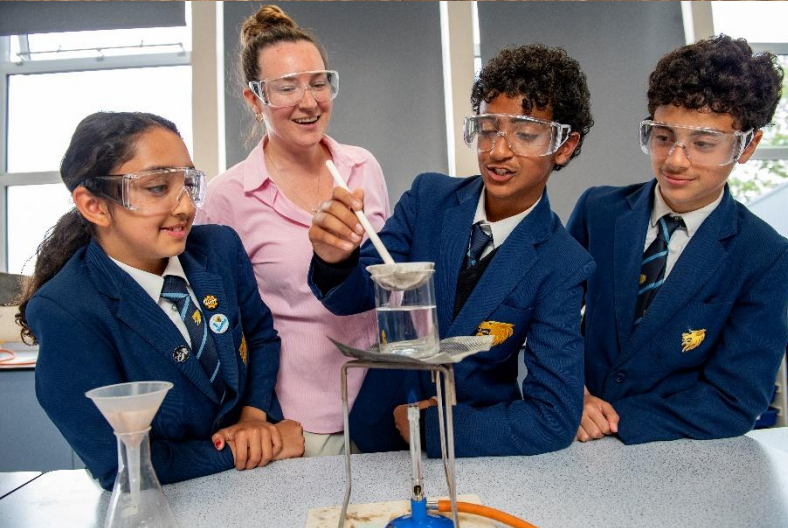




William Hulme's Grammar School

The best in everyone™

Part of United Learning



Candidate Pack SEND Administrator

(Part Time, permanent contract, commencing September 2026)

Closing Date:

Sunday 12 July 2026 at 11.59 pm

Interviews:

Wednesday 15 July 2026

Start Date:

1 September 2026



United Learning

The best in everyone™

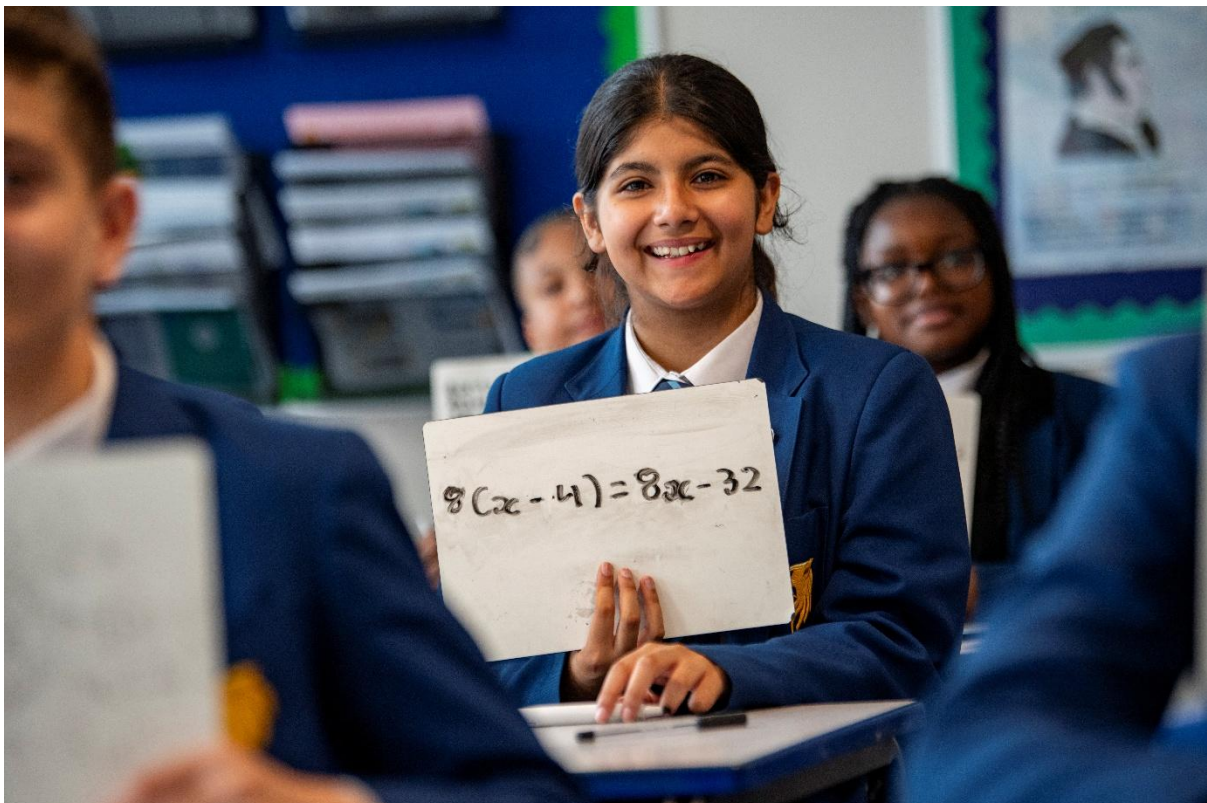


Overview of the Role

We have an exciting opportunity to appoint a SEND Administrator to join our inclusive and highly committed SEND team at William Hulme's Grammar School. Working under the direction of the Director of Pastoral Care (Inclusion), the postholder will play a vital role in supporting the effective coordination, administration and statutory compliance of SEND provision across the whole school.

We are seeking a highly motivated, organised and enthusiastic individual with excellent administrative, communication and interpersonal skills. The successful candidate will demonstrate the ability to work accurately and calmly in a busy, complex environment, balancing competing priorities while maintaining the highest standards of confidentiality and professionalism. This role requires someone who can work effectively both independently and collaboratively, using initiative to support pupils, families, staff and external agencies.

The SEND Administrator will work closely with the Primary and Secondary Phase SENDCOs, the Resourced Provision Manager, the wider Learning Support Team, teaching staff, parents and external professionals to ensure that pupils with SEND are well supported and that processes surrounding EHCPs, reviews, record keeping and communication are managed efficiently and sensitively. This is an important role for someone who is deeply committed to inclusion and to ensuring that every child feels safe, valued and able to thrive within our school community.





Why work for us?

William Hulme's Grammar School is the most over-subscribed school in Manchester and one of the most successful comprehensive schools in the country. WHGS is an all-through (3-18) Academy of over 1600 pupils with a wide range of abilities, ethnicities and backgrounds.

WHGS is part of United Learning, a large, and growing, group of schools aiming to offer a life changing education to children and young people across England. Our subject specialists, our Group-wide intranet, our own curriculum and our online learning portal all help us share knowledge and resources, helping to simplify work processes and manage workloads for an improved work-life balance.

As a part of United Learning, our academy benefits from shared resources, experiences, working practices and CPD opportunities that are second to none. This affords further opportunities for staff to provide a vital contribution in our pursuit to deliver the highest standards of educational excellence.

Our pledge, to all our academy teachers is that by working for us, you will benefit from **more pay, more time and more support**.

More pay:

- Cash towards medical treatment.
- Generous staff discount scheme.

More time:

- Three extra INSET days for planning.
- At least one paid personal day off a year.

More support:

- High quality training for your career.
- Exceptional curriculum resources.
- Expert subject advice.
- Support for your wellbeing.



“Teachers have strong subject expertise. They know the key knowledge that pupils need to learn... The school has effective processes in place to identify and meet the needs of pupils. Pupils with special educational needs and/or disabilities (SEND) are well supported.” Ofsted, 2025





Our Framework for Excellence

United Learning Schools prioritise 5 key principles which represent our approach to education which lead to excellence when exemplified in the right way.



The Best from Everyone

Our aim is to bring out the best in everyone. So, we must expect the best from everyone, all the time. Every child is a special individual, capable of extraordinary things. Who can know the limits of any child's potential? So, we expect unreasonably – we constantly challenge children to do what they think they can't, to persist, to work hard and to be at their best.

From every adult we expect the same: that they are at their best, expect unreasonably of themselves, are determined and resilient and pass those expectations on to the children in all they do. We act with the utmost love, care and good faith – the highest standards come with the greatest attention to the wellbeing of all.

Our most important purpose is to teach young people things they would not learn outside school, which free them to think and act more powerfully in their lives. Words and numbers are our most powerful ways of representing the world. Mastery of language and fluent mathematical skills are therefore our top priority. We aim to prepare young people to make a success of their lives: a core entitlement to subject-based learning; the development of talents; an understanding of work and society.

Worthwhile learning is often hard. Inspiring teaching is what gives access to difficult concepts and the thrill of intellectual discovery. Powerful knowledge is not static or backward-looking. It includes the ability to critique, challenge the status quo, think and learn.

Powerful Knowledge

Education with Character

Academic success is very important. Exam passes are an important aspect of that. But there is more to a good education. Our schools also aim to develop character, compassion and service. Young people are expected to contribute to their school and to society; to try things which they think they cannot do; to persist in the face of difficulty; to become resilient in overcoming obstacles; to manage themselves; to work independently on things which challenge them; to work with others and in teams; to be courageous and caring; to lead.

We want young people to look back on a joyful schooling which has inspired and challenged them, given them wide opportunity and prepared them for the ups and downs of life.

Our children are leaders of the future. We expect them to start today – taking advantage of structured opportunities to lead and taking responsibility for themselves and others. Every adult in the school is a leader. In every word, tone and gesture, they set direction and expectation. We expect every adult to take responsibility and the initiative to do what is right for the children.

All those in formal leadership positions create the climate in which others work. They demand the highest standards, build a performance culture, develop their teams and create the space for others to lead. All leaders listen, grow relationships, act with integrity and care and expect the best from themselves and others in building a happy, confident school.

Leadership in Every Role

Continuous Improvement

However good we are, we can be better. We constantly look for improvements and implement them with pace. We look for ideas for improvement inside the organisation and out; we observe one another; we steal good ideas with pride and look to make them better; we work together to improve.

We always look at the evidence and are rigorous in evaluating impact. We stop or change things which aren't working; we improve things which are. We aim for high leverage: high impact for low effort and low cost. We constantly look to have more impact for less cost and effort and to spend every pound wisely.



Our Mission

Our mission is to establish William Hulme's Grammar School as the most popular and successful state school in the country, preparing our community for the future. We are working closely with parents and the wider community in our bid to achieve this ambitious aim of WHGS being:

- A great place to learn.
- A great place to work.
- A great place to grow and flourish.
- A great place to contribute to the wider community.

Our Values

Ambition Charter

I will:

1. Show **pride** in everything I do.
2. Be **enthusiastic** and say 'yes' to opportunities that come my way.
3. Show **resilience** by adapting to overcome obstacles.
4. Show **determination**, embracing failure and learning from my mistakes.
5. **Challenge** myself and step out of my comfort zone.

Compassion Charter

I will:

1. Be **kind** to everyone, including myself.
2. Be **inclusive**, understand, celebrate and embrace diversity.
3. Show **empathy**, by being open to others' point of view.
4. **Challenge** behaviour that I feel is unkind or morally wrong.
5. Be **generous** and help others within the school and local community.

Respect Charter

I will:

1. **Speak** with respect.
2. Respect the **school environment**.
3. **Behave** with respect.
4. Respect **other students' learning**.
5. Respect **my own learning**.



“The school has the highest expectations of pupils’ behaviour. In classrooms, learning takes place uninterrupted. Pupils are engaged in their learning . . . Pupils benefit from highly personalised pastoral care which helps add to their sense of belonging.” Ofsted, 2025



JOB DESCRIPTION

SEND Administrator (Whole School)

Department (Faculty):	Special Educational Needs / SEND
Directly Reporting to:	Director of Pastoral Care (Inclusion)
Context / Scope of Role:	Part-Time (20 hours per week), Term Time Only (39 weeks, including all Inset and Planning Days), support staff role
Purpose of Job/Role:	To provide a comprehensive administrative support to the Director of Pastoral Care (Inclusion) and the wider SEND Team.
Line Management Responsibilities:	None
Contacts & Working Relationships:	Learning Support Team, Teaching Staff, Parents and Pupils, Outside Organisations
Job Family:	Administration and Business Management
Band:	Vocational (V), 2
Salary Range:	From £25,918.00 per annum (Full Time Equivalent) From £13,822.07 per annum Actual for Part Time (20 hours/week, Term Time Only)

Roles and Responsibilities

1. Co-Ordination of Annual Review meetings
 - Scheduling Annual Review meetings
 - Inviting parents and professional agencies
 - Tracking deadlines and ensuring compliance with statutory deadlines
 - Submitting paperwork to the Local Authority within required timeframes
2. Preparing and organising paperwork for EHCPs, including pre-populating required documents.
3. Sending out and collecting information and guidance for individual pupils.
4. Supporting with coordinating and tracking pupil referrals, admissions, and destination of leavers.
5. Supporting with parental enquiries and triaging queries appropriately.
6. Booking parental appointments and visits from external professionals, coordinating room bookings and diaries.
7. Handling routine telephone, email, and face-to-face enquiries, filtering and prioritising as required and bringing to the attention of the SEND team.
8. Maintaining accurate SEND records and updating Arbor with diagnoses or changes in need.
9. Supporting the SENDCOs by preparing documentation for inspections and internal SEND audits.
10. Maintaining SEND registers, provision maps and intervention logs accurately.
11. Maintaining accuracy of census-related SEND data.
12. Liaising with Local Authority caseworkers and co-ordinating multi-agency communication.
13. Scanning, filing, and triaging of post.



14. Supporting the Director of Pastoral Care (Inclusion) and Primary SENCOs in managing the SEND calendar.
15. Taking minutes of meetings with parents and external professionals when required.
16. Supporting the planning of SEND events such as open evenings, tours, and transition days.
17. Making orders for SEND resources.
18. Preparation of student files for transfer.
19. Ensuring that files for new students (including in-year transfers) are received in a timely manner.
20. Maintaining and archiving all student files.
21. Supporting with the collation of data and maintaining SEND policies and paperwork.
22. Support with reasonable administrative duties as required by Director of Pastoral Care (SEND) and SENCOs.

Other Duties

1. Support the aims and ethos of the school.
2. Support the implementation of school policies and procedures.
3. Be proactive in matters relating to health and safety and child protection and safeguarding including the completion of EduCare courses as required.
4. Set a good example in terms of dress, punctuality and attendance.
5. To work as part of the team, liaising, advising and consulting where appropriate.
6. Attend relevant Team/Departmental, Staff Meetings and Inset as required.
7. To participate in the school's PDR process.
8. To identify personal training needs and to attend appropriate internal and external in-service training.
9. To carry out Duties as part of the Duty Rota.
10. To assist at school functions and with extra-curricular activities.
11. To perform such other duties as may be required by the Principal or Senior Leadership Team.
12. To carry out all other reasonable duties in line with this position as requested by the Principal.

Job Description Review

This job description will be reviewed as and when necessary, in accordance with the needs of the academy.

Date of Last Review: March 2026

Reviewed by: Mr T H Copestake (Head of School)
Director of Pastoral Care (Inclusion) and HR Team



PERSON SPECIFICATION

SEND Administrator

Requirement	Essential/ Desirable	Method of Assessment	
Qualifications			
GCSE Maths and English (Grade C/4 or above) – or equivalent	E	Application Form Certificate Check	
NVQ or equivalent SEND qualification	D		
Experience			
Experience of working with SEND individuals	E	Application Form Interview Process	
Experience of working in a complex and busy environment	E		
Experience of working in a school environment	D		
Understanding and awareness of current educational challenges	D		
Knowledge and Skills			
A working knowledge of Arbor and/or ability to learn quickly	D	Application Form Interview Process	
Ability to use various Microsoft Office Software, including Word, Excel, PowerPoint to manage SEND Data	E		
Ability to form strong working relationships with others	E		
Ability to work accurately, under pressure in a busy environment			
Excellent communication skills, verbally and in writing	E		
Ability to maintain efficient record keeping systems	E		
Ability to prioritise tasks and meet deadlines	E		
Ability to work effectively as part of a team as well as on your own, using initiative	E		
Personal Competencies and Qualities			
Excellent interpersonal skills	E		Application Form Interview Process
A high degree of organisational abilities	E		
High levels of motivation and commitment	E		
Confidentiality and understanding of GDPR compliance when handling SEND documentation	E		
Ability to engage with students and parents/carers	E		
Ability to communicate with external agencies	E		
Commitment to inclusion and acceptance of all students and families	E		
Commitment to the happiness, well-being and self-esteem of our students	E		



Requirement	Essential/ Desirable	Method of Assessment
Commitment to equal opportunities	E	
Motivation and Expectations		
A deep commitment to the welfare and protection of children and young people, with an intrinsic motivation to keep them safe from harm.	E	
A drive to uphold the highest professional standards, including confidentiality, accuracy, accountability, and ethical decision-making.	E	
A calm, resilient approach when working under pressure, motivated by doing what is right for children even in challenging or emotionally demanding situations.	E	
High expectations for supporting vulnerable pupils, motivated by a belief that every child deserves safety, dignity, and opportunities to thrive.	E	Application Form Interview Process
Motivation to work collaboratively with external agencies, valuing partnership working as essential to effective safeguarding.	E	
A desire to be visible, approachable, and trusted, building strong relationships with students, staff, and families to enable early help.	D	
Willingness to be a school First Aider	D	



TERMS AND CONDITIONS

SEND Administrator

The SEND Administrator will work under the direction of the Director of Pastoral Care (Inclusion) at the school's premises on Springbridge Road.

Hours of Work

This is a permanent contract and is part-time, (20 hours per week, excluding lunches), term-time only (currently 39 weeks per annum). It is anticipated that the working hours would be four hours each day of the working week to be agreed at a time to suit both parties.

Salary

The role is part of the Business and Administration Job Family and is placed in Pay Band 2 (Vocational) and has a minimum starting salary of £25,918.00 per annum (Full Time Equivalent), **£13,822.07.00 (Actual)**. The salary is pro-rata'd for Term Time Only and paid evenly over 12 calendar months, irrespective of when school holidays fall.

Holidays / Annual Leave

Twenty-six days leave plus the statutory English public holidays per annum pro rata. Holidays must be taken in school holidays. Both annual and statutory holidays have been taken into account in the calculation of the actual annual salary.

Pension

The SEND Administrator will be enrolled automatically into the Local Government Pension Scheme (LGPS) run by Greater Manchester Pension Fund (GMPF). The employee contribution is between 5 and 6% of annual salary **and the employer contribution is 19%**. You do have the option to opt out of this scheme after enrolment if you wish. For further details you can access the GMPF website (www.gmpf.org.uk).

Rewards and Benefits

- We offer a variety of staff benefits including gym, cycle and car lease schemes. You will also have access to an Employee Assistance Programme which provides independent, confidential advice 24 hours a day. Details of the full suite of benefits can be found on the Rewards and Benefits section on the United Hub.
- Following completion of six months' service with United Learning, you will be enrolled into the Westfield Health Cash Plan which enables you to claim money back towards the cost of essential healthcare, such as trips to the optician, dentist or physiotherapist, and access to an online GP. The Westfield platform also offers a range of discounts including, retail and entertainment discounts – see next page.

Preconditions including Disclosure of Criminal Background

Any offer of employment will be subject to satisfactory outcomes of:

- Confirmation of suitability to work with children (Enhanced DBS check)
- Two professional references
- Proof of identity and eligibility to work in the UK
- An overseas check, if applicable
- Confirmation of your qualifications
- Prohibition from Management check
- Completion of a Disqualification declaration
- Pre-employment Medical Check



Key Benefits Summary

An overview of the benefits available to colleagues in Academy schools on **United Learning contracts**:



Westfield Health, Health Cash Plan

Available after 6 months' service. Money back on essential health care, inc. opticians, dentists, flu vaccinations, physiotherapists. Annual limits apply, also available for dependent children up to the age of 22. Staff can upgrade to increase cover or add additional adults once per year.



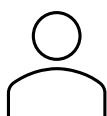
Doctor Line

Available after 6 months' service. Round the clock advice from a GP from any location in the world via phone and video appointments.



Westfield Rewards

Available and free for all staff. Get discounts and rewards from hundreds of leading retailers, restaurants and destinations. Choose from one-off vouchers, reloadable discount cards or receive cashback.



Employee Assistance Programme

Available and free for all staff. Confidential and independent helpline for up to 6 structured sessions, available 24/7/365. Covers stress, depression, medical advice, legal advice, financial worries, bereavement, family difficulties and many more.



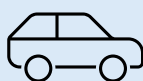
Flu Vaccines

Available to all staff. If you are a member of the Health Cash Plan the cost of the vaccine can be claimed via the system. If you are not a part of this scheme please check with your HR lead.



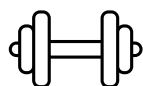
Cyclescheme Salary Sacrifice

Available to all staff, as long as they have at least a 12-month employment contract. Deductions taken from monthly salary so would be subject to National Minimum Wage checks



Car Lease Salary Sacrifice

Available to all staff, as long as they have at least a 12-month employment contract. Deductions taken from monthly salary so would be subject to National Minimum Wage checks



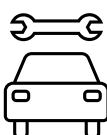
Gym Membership (Gymflex)

Available to all staff. Allows you to spread the cost of an annual gym membership over a year through payroll deductions



Will Writing

All staff are offered a completely free basic will through The Life Cover People.



RAC Discount

Available to all staff. United Learning have partnered with RAC Vehicle Benefits to provide a substantially discounted offer for vehicle Breakdown Cover. Cover can be purchased directly from Vehicle Benefits for up to four vehicles.

You will be provided with more information on all of these benefits during your induction to United Learning. For any specific information please liaise with your HR contact.



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How to Apply

Please apply through the William Hulme's Grammar School website:

<https://www.whgs-academy.org/work-for-us/vacancies>

United Learning is an equal opportunities employer. We are working hard to become a more diverse organisation – which is key to our commitment to bringing out the best in everyone. We welcome applications from everyone committed to this ethos and would particularly welcome applications from black and minority ethnic candidates, who are currently under-represented in the Group as a whole.

We always appoint on merit. We are open to discussing flexible working options.

The school is fully committed to the safeguarding of children and all staff will be subject to an enhanced DBS disclosure and full child protection/safeguarding training. The school's Safeguarding Policy can be found here:

[Safeguarding Children and Child Protection Policy](#)



“Pupils thrive in this diverse and welcoming school. Pupils feel a true sense of belonging to this special community. Individuals are valued and nurtured. Differences are celebrated.”

Ofsted, 2025

