



Samuel Whitbread Academy Application Pack

SEND Administration Assistant





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INTRODUCTION

Welcome to Samuel Whitbread Academy and the Bedfordshire Schools Trust. Thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our academy, please contact:

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Samuel Whitbread Academy

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ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 11 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest trusts in the county. We now educate 8,000 children across the area, from nursery age to advanced level study, and have over 1,000 members of staff.

It is our aim to grow the BEST in everyone, and everything we do is driven by our values. We will:

- Always put children first
- Collaborate to support and compete to challenge
- Provide community-based provision
- Have the courage to be compassionate

Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at www.bestacademies.org.uk/jobs

The formative years of BEST have been a real success story – and we are looking forward to an exciting future, too.



ABOUT SAMUEL WHITBREAD ACADEMY

Samuel Whitbread Academy is a large, rural upper school with approximately 1,700 students including a Sixth Form approaching 450 students. The school is situated on the outskirts of the town of Shefford, in Bedfordshire, and has all the variety and energy of a fully comprehensive secondary school.

In our most recent Ofsted report (March 2023), we were judged as Good by inspectors. We are committed to continuing our journey to reach Outstanding and are constantly striving to develop our practice and raise outcomes.

The size of the Academy and membership of BEST means that opportunities available to staff are incredibly varied and wide-ranging. We have a growing reputation for developing an exciting and innovative culture of research within the Academy and believe high quality CPD for staff and a focus on workload and wellbeing results in confident, compassionate and happy staff who strive to do their BEST.



HOW TO APPLY

We use an application form, rather than asking for CVs, for most vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Apply online via the MyNewTerm website at www.mynewterm.com before the closing date.

Closing date: Midnight on Sunday 5th July 2026

Interview date: Week commencing Monday 6th July 2026 (date and time to be confirmed)

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

We look forward to receiving your application.



JOB DESCRIPTION

Job Title	SEND Administration Assistant
Based at	Samuel Whitbread Academy
Salary/Grade Range	NJC Scale 2D - points 4-6 (FTE £25,185.00 - £25,989.00 per annum pro rata. Actual £21,928.00 - £22,628.00 per annum)
Responsible to	Head of the ASC Provision & Learning Support / SENCO; Lead SEND Administrator
Hours	37.00 hours per week (negotiable) term-time only to include 5 pro rata designated staff training days

Purpose of Role

To support the administrative functions with the Learning Support (LS) Department and to provide a full and efficient administrative/support service to the LS Department.

Duties and Responsibilities

- To provide an administrative service to the SENCO and LS team which will include typing/word processing documents, taking and receiving telephone calls, making diary appointments, taking minutes, record keeping, organising and arranging meetings with outside agencies/parents/prospective parents etc.
- To be the first point of contact in the LS Department for staff, students, parents, outside agencies etc.
- To assist in the compilation of Personal Provision Plans (PPPs) and the Learning Support Register. Assisting with production, circulation and promotion of PPPs and the LS Register.
- To support in the implementation of requests to exam boards for GCSE/GCE access arrangements. This will include maintaining and reporting arrangements granted, dealing with exam boards and liaising with the Data



and Exams Manager, subject Teachers, students, parents and outside agencies.

- To support the running of exams for Learning Support students and staff.
- To support with the maintenance of LS students' data including the Academy's management information system ensuring that effective administrative systems are in operation for the department.
- To support the admin of the intervention groups, liaising with Teachers, tutors and parents. Setting up registers, coordinating tests and day to day administration of the groups.
- To support with the administration of all new SEN students to the Academy liaising with feeder schools, Data team, Year team, LEA, teaching staff and parents.
- To prepare draft letters and reports on behalf of the SENCo as required.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.

Please note, while every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job description.



PERSON SPECIFICATION

Job Title: SEND Administration Assistant

Attributes	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> GCSE level (grades A*-C / 9-4) or equivalent in English and Maths 	<ul style="list-style-type: none"> Word processing RSA II Further qualifications/training in neurodiversity
Professional Experience	<ul style="list-style-type: none"> Previous experience of working in a busy office environment 	<ul style="list-style-type: none"> Experience of working within an educational setting with young people with SEN Previous experience of working in an administration role within a secondary school Work experience in a similar or same role in an administrative capacity
Professional Knowledge, Skills and Understanding	<ul style="list-style-type: none"> Good standard of IT skills including word processing, spread sheets, publishing, and data management Effective written and oral English communication skills Excellent inter-personal skills, ability to work collaboratively with a large team of colleagues. Ability to take on responsibility and work with autonomy within set boundaries. Good time management and prioritising skills Good written and verbal communication skills 	<ul style="list-style-type: none"> Up to date working knowledge of MS Office, especially Excel, and BromCom
Personal Qualities	<ul style="list-style-type: none"> Able to work in an organised and methodical way Able to prioritise and manage workload, working effectively and calmly under pressure Able to maintain confidentiality Able to relate well to school staff, students of all abilities, parents and carers 	



	<ul style="list-style-type: none"> • Open and constructive, accepting of feedback and always willing to learn • A 'can do' positive approach: energetic and enthusiastic with an excellent sense of humour • Self-motivated, self-reliant and well organised, able to work on own or as part of a team • Enthusiasm and drive to achieve excellence in all aspects of their work • Reliable and trustworthy • An ability to work effectively and to be innovative in problem solving 	
Physical	<ul style="list-style-type: none"> • Ability to perform all the physical duties and responsibilities of the post 	
Other	<ul style="list-style-type: none"> • Willingness to be flexible. • Willingness to undertake further training • Knowledge of relevant safeguarding/ child protection legislation and best practice • Values and respects the views and needs of children and young people • Appropriate DBS clearance (before post is taken up) • A commitment to equality principles and practices. 	

We are committed to the safeguarding and promotion of children's welfare and offers of employment are subject to DBS clearance

