

**ADMINISTRATION OFFICER  
(SEND)  
Recruitment Pack**



**Aim High. Be Proud. Love Life.**



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## Welcome from our Headteacher

A very warm welcome to Walker Riverside Academy; a fantastic school of which I am extremely proud to be the Headteacher.

Thank you for your interest in the position of **Administration Officer (SEND)** at Walker Riverside Academy. The Academy is an exciting and thriving 11-16 secondary school at the heart of its community in Walker.

Walker Riverside Academy serves the community of Walker in Newcastle upon Tyne and is an oversubscribed 11-16 secondary school with 1100 students on roll with that number predicted to increase in coming years.

We help our students to **aim high, be proud** and **love life**, in both their academic and career aspirations, supporting them at every step and guiding them upon options available. It is the daily embodiment of this ethos that makes Walker a truly special school community, with unique opportunities for involvement in the Combined Cadet Force, the TCAT Football Academy, and a growing post 16 partnership to deliver A-Levels at a local Trust partner school North East Futures UTC. The Academy has a curriculum with many unique aspects and a vision that students should be **Globally Aware, Culturally Aware, Self Aware** and **Life Ready with Ambition**. The four 'awares' are the cornerstones of the well considered curriculum intent. We want our students to be proud of both themselves and the school community they attend, whilst developing a love of Academy life. The investment in passionate pastoral and academic support for our young people ensures that we create an atmosphere in which we laugh and learn together. With all students being attached upon entry in Year 7 to one of three Schools: Dobson, Grainger, or Stephenson, a sense of belonging and community is created from the outset.

At the heart of Walker Riverside Academy is its talented and dedicated staff. They are its most valuable asset, and they uphold ambitious educational standards which prepare all students for the next phase in their education and life and provide care, guidance, and support in a learning environment characterised by high standards of behaviour and mutual respect. Our Academy is always striving for brilliance and now is a fantastic time to become part of our Walker community, and our wider Tyne Coast Academy Trust.

### Academy Life

For more information on Walker Riverside Academy please visit:

**Website:** [www.wra.tynecoast.academy](http://www.wra.tynecoast.academy)

**Facebook:** [@walker.academy](https://www.facebook.com/walker.academy)

**Instagram:** [@walker.academy](https://www.instagram.com/walker.academy)



Mr G Smith  
Head Teacher

## Tyne Coast Academy Trust

Tyne Coast Academy Trust is an outward facing Trust with strong links to other successful Trusts in the region. We are currently made up of five schools, two primary schools, two secondary schools and a UTC. The Trust also benefits from being in the unique position of being sponsored by Tyne Coast College (comprising of South Tyneside College and TyneMet College), a world class college with a reputation for excellence.

### Our Vision

To be an outstanding MAT, providing world-class education and training.

### Our Mission

To provide the highest quality education and training, preparing young people for the future.

### Our Values

As an employer and a learning organisation, we will:

- Aim to be excellent in all that we do;
- Celebrate diversity and the rights of others;
- Act with integrity - fairly, openly and transparently; and
- Be welcoming and approachable to all.

### Strategic Aims

We aim to:

- Provide high-quality teaching and learning;
- Create a high-quality learning environment;
- Be financially sound, modernise and grow, providing outstanding value for money;
- Provide a curriculum that meets the needs of all stakeholders in an ever-changing world; and
- Work in partnership with the communities we serve, agencies and employers.

### Core Values

Tyne Coast Academy Trust:

- Believes every student should achieve their potential;
- Believes in developing strong relationships with our students, and never giving up on them;
- Believes in being a strong community presence, embedding everything we do in the local community;
- Values and respects the professionalism, commitment, and excellence in our staff;
- Believes the needs of employers should shape our curriculum;
- Will make a significant positive impact on the local, regional and national economy; and
- Welcomes and includes everyone in our community, and value individuality and diversity.

## Employee Benefits

Across our trust our teaching staff benefit from:

- A commitment to professional development for all staff;
- A focus on staff wellbeing with designated weeks;
- Access to the Local Government Pension Scheme;
- TCAT continues to follow the Green Book along with national conditions of service for non-teaching staff;
- An opportunity for cross-site working and career development opportunities, including within our Trust schools and our sponsor colleges;
- Access to free gym facilities.

## The Application Process

Thank you for your interest in joining Walker Riverside Academy.

The job advert, job description and personal specification have been provided to decide whether you wish to apply for the position. Please take the time to match your skills, experience and career aspirations against this information when applying for the post, we will use the criteria in the person specification when shortlisting candidates for interview.

## The Application Form

It is important that you complete **all sections** of the application form and that you provide full and accurate information. Please note, CVs will not be accepted.

All applications must be completed within the **MyNewTerm portal** by the closing date. Late applications will not be considered.

After the closing date all applications will be examined and shortlisting will take place. You will be notified by email if your application has been successful and you will be invited to attend an interview. Details of the interview, and any required tasks that you will need to prepare for, will also be sent to you. At this point references will be sought if permission has been given.

On the day of the interview you will be asked to bring various forms of identification and original certification as declared on your application.

## Post Interview

You will be contacted to advise if you have been successful or unsuccessful. If you are the successful candidate you will be made a verbal offer of employment, which will be followed up with a conditional offer of employment.

Once all clearances are in place a start date will be confirmed and followed up with a final offer letter and statement of particulars.

## Further Information

Walker Riverside Academy and Tyne Coast Academy Trust are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate pre-employment checks including an enhanced DBS with barred list check. The Trust will also undertake an online search of publicly available information on all candidates who are shortlisted for an interview.

## Job Advert

### **Administration Officer (SEND), Walker Riverside Academy**

#### **Working Term Time Only plus 10 days, Permanent Contract**

**Grade N5 £29,064 - £31,022 per annum, Actual Pro-rata salary is £25,599- £27,323 per annum (pay award pending)**

Walker Riverside Academy is an exciting and thriving secondary school at the heart of its community in Walker, Newcastle upon Tyne. Walker is an oversubscribed secondary school with 1100 students on roll and this number is predicted to increase over coming years.

Working as part of the Administration team, you will provide professional and efficient administration support to the SEND department including managing and responding to emails from the SEND team, dealing with correspondence from key stakeholders, ensuring student data is up to date on the Academy MIS system and supporting the preparation of information for Education Health Care Plans and SEND reviews and attending and taking minutes at meetings. You will also be required to undertake general administration duties for the wider school as required.

The ideal candidate will possess excellent communication skills, be able to work with a range of staff and external stakeholders and be able to plan and prioritise workloads to meet deadlines and timescales.

We are committed to investing in our staff and you will receive a supportive induction programme and have access to high quality CPD. Opportunities are also available for Trust wide working and career development opportunities. You will also receive consistent support from a dedicated SLT, CEO, Trust Central Team, Local Governing Body and Trust Board.

**Closing date for applications: Friday 8th May 2026, 12.00 noon**

All applications must be submitted via the [MyNewTerm portal](#)

Walker Riverside Academy and Tyne Coast Academy Trust are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks including an enhanced DBS with barred list check.

In accordance with Keeping Children Safe in Education 2025, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the interview process.

We are proud to be a Disability Confident employer and guarantee an interview to anyone who discloses a disability where their application meets the minimum criteria for the post.

**Closing date for applications: Friday 8th May 2026, 12.00 noon.**

## Job Description

**Job Title:** Administration Officer (SEND)

**Salary:** Grade N5, with a pro-rata salary to work term time only plus 10 days

**Accountable to:** Assistant Headteacher (SEND)

### **JOB PURPOSE**

To provide professional and efficient administration to the SEND team by leading on the organisation and compilation of documents as part of the statutory processes under the SEND Code of Practice.

### **KEY RESULT AREAS**

- Ensure all annual review paperwork is carried out and submitted within statutory timescales;
- Preparation of relevant paperwork ahead of meetings;
- Responding to telephone calls and emails regarding SEND students;
- Organising, attending and taking minutes at external meetings including annual reviews of EHCPs, multi-agency meetings and other relevant meetings;
- Organising external agencies when they work with students in school e.g. booking rooms, informing staff and students etc;
- Marking referrals to outside agencies and organisations and responding to necessary requests for paperwork and information, this will include working with key staff in school;
- Maintaining SEND student files/records;
- Disseminating key information to staff;
- Day to day support with organisation of the department – support to assign support staff to relevant duties in the absence of the Assistant Headteacher (SEND) supporting students with day-to-day issues, updating SEND intervention and resources information;
- Ensure the management information system is kept up to date with SEND student information and appropriate information is shared with staff;
- Undertake general school based administration duties as required supporting the wider school administration team;
- Provide a safe, calm and well-ordered environment for all students and staff, focussed on safeguarding students' welfare and developing good behaviour in the academy and in wider society;
- Undertake planned supervision of students both within the academy and supervision of students on visits and trips;
- Participate in the emergency first aid rota in school (appropriate training will be arranged);
- Undertake any other duties commensurate with the grade and nature of the role.

### **VARIATION IN THE ROLE**

Given the dynamic nature of the role and structure of TCAT and Walker Riverside Academy, it must be accepted that, as TCAT and Walker Riverside Academy's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above

are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

### **EQUALITY AND DIVERSITY**

TCAT is committed to equality and diversity for all members of society. TCAT will take action to discharge this responsibility but many of the actions will rely on individual staff members at TCAT embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support TCAT's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to TCAT with an all inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or TCAT can improve its practice on Equality and Diversity, please contact the Chief Operating Officer.

### **HEALTH AND SAFETY**

All members of staff have a duty to maintain safe and clean conditions in their work area and co-operate with TCAT on matters of Health and Safety. This will include assisting with undertaking risk assessments and carrying out appropriate actions as required. Staff are required to refer to TCAT Health and Safety Policies in respect to their specific duties and responsibilities.

### **STAFF DEVELOPMENT**

All staff are required to participate fully in TCAT Staff Development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

### **COMMITMENT TO SAFEGUARDING VULNERABLE GROUPS**

TCAT is committed to safeguarding and promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.

# Person Specification

## Administration Officer (SEND)

	CRITERIA	Essential/ Desirable	Where assessed
	<b>Qualifications and Education</b>		
1	Maths and English GCSEs at 9 - 4/A* - C, including English and Maths or equivalent business administration qualification	E	A/C
2	Further relevant training/development	D	A/C
	<b>Experience and Knowledge</b>		
3	Experience of working in an administration role	E	A, I, R
4	Experience of providing administration support to a range of staff	E	A, I, R
5	Experience of developing, managing and operating a range of administration systems	E	A, I, R
6	Experience of working in an SEND or educational environment	D	A, I, R
7	Knowledge of the SEND Code of Practice	D	A, I, R
	<b>Skills</b>		
8	Excellent written and verbal communication skills	E	A, I, R
9	Ability to work alone and make decisions when required as well as working as part of a team	E	A, I, R
10	Competent IT skills	E	A, I, R
11	Ability to organise work, prioritise tasks and manage time effectively	E	A, I, R
12	Ability to deal effectively with complex situations and make informed decisions	E	A, I, R
13	Able to work with sensitive and confidential information	E	A, I, R
	<b>Personal Attributes</b>		
14	A commitment to safeguarding and promoting the welfare of children and young people	E	A, I, R
15	Ability to establish excellent and professional relationships with students, colleagues, external agencies and parents	E	A, I, R
16	Prepared to work flexibly to meet work requirements	E	A, I, R

### Key: Where Assessed

A - Application Form

C - Certificates

I - Interview

R - References

Please set out how you meet the essential and if appropriate desirable criteria in your application form. The person specification will be used to shortlist candidates for interview.



Walker**Riverside**  
Academy



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**walker.academy**