



SEN Administrator (Special Educational Needs)

Information Pack

January 2026

Welcome!

Thank you for your interest in our vacancy. Priestlands is an Academy in the New Forest with 1250 students and 165 staff.

The SEN Administrator role at Priestlands is a key post, the successful candidate will work very closely with our SENDCo to provide administrative support in order that our students with additional needs can access a valuable education.

The successful candidate will have the ability and desire to learn and become an integral part of the team. The role is varied and demanding with time pressures, so you will need to be able to multi-task, prioritise and use your own initiative. Previous experience working in an admin role is required along with strong ICT skills. Exceptional organisational and communication skills are essential. The role requires you to work as part of a small team to achieve school wide goals and on a day to day basis, the ability to work independently.

The post is full-time during the school term only; working 8.30-4.30pm Monday to Thursday and 8.30-4.00pm on Fridays, with a 30 minute unpaid break each day. We can offer some flexibility on start and finish times and would be happy to discuss this during the interview stage.

Please refer to the person specification on the following pages and note that you must hold GCSE's in both English and Maths at grade C or above/or equivalent in order to be considered for the role.

The successful candidate will benefit from the perks of working within a school, including up to 14 weeks off per year; including a two week Autumn half term. There is a generous employer contribution into the pension scheme, free on-site parking and access to the student canteen where discounted meals are available. In addition, the school offers a free and confidential Employee Assistance programme, offering advice on a range of areas including well-being, housing and financial matters.

The salary will be paid at Grade C for 38 working weeks per year. This is paid for 43.6 weeks of the year to include a proportion of holiday pay. Actual salary would be £21,117 pa (equivalent to £25,186 a year full-time). This is a term time contract which means that you are not entitled to take time off during the 38 weeks the school is open. The salary is paid in 12 equal payments.

Priestlands School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. This post is covered by the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and you will be required to declare whether you have any criminal convictions. Priestlands School is an equal opportunities employer and welcomes applications from all sections of the community.

References will be taken up prior to interview and you will be required to provide appropriate evidence of identity and qualifications to support other pre-employment checks which will be undertaken on the successful candidate for this role, including:

- A confidential health declaration
- An online search of your name in line with government guidance on Keeping Children Safe in Education
- A DBS application
- Your right to work in the UK

To apply, please click on the 'apply now' link which will take you to the online application form. Please do not submit a CV as it will not be accepted.

If you have any further queries, please do not hesitate to contact us. We look forward to receiving your application.

Job Description

Purpose

To support the SENDCo with the administration and organisation of files for individual students.

Principal Duties

- Providing a full secretarial service to the SENDCo and Learning Support Department.
- Assisting with routine correspondence; word processing/desk top publishing of all documentation as required.
- Maintaining appointments diary, arranging, attending and taking minutes at meetings, assisting in forward planning etc. as required.
- Administration connected with Annual Reviews and the production of Student Learning Plans (LP) as required.
- Co-ordination of the collection of data: LP targets achieved and Reading Age / Spelling Age progress etc.
- Keeping all appropriate confidential records of students etc., including maintaining an electronic database for processing information (to include SEN register and other records). Scanning all documents as they come in.
- Maintaining filing systems and updating as necessary. Scanning all files for archiving.
- Making telephone calls and collecting and recording information. Develop and maintain a system of information and contacts to enable provision of information and advice to colleagues and parents/students/visitors.
- Assisting with the production and distribution of internal publications as required.
- Be aware of and comply with school policies and procedures, reporting any concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos / work / aims of the school.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance management as required.
- To attend meetings, or provide a report for parents or outside agencies at the request of the SENDCo
- To act in accordance with the School's policies, including the requirements of Keeping Children Safe in Education (KCSIE), the school's child protection policy and GDPR among others.
- Undertake any other duties as reasonably requested by the Headteacher or his Senior Team

This job description sets out the main duties and responsibility of the post and each individual task may not be identified. The post holder will be expected to undertake other such duties as required. It will be reviewed annually during the appraisal cycle and may be subject to modification or amendment following discussion.

Person Specification

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications and Training	<p>A good standard of general education, including evidence of GCSE English & Maths at Grade C or above (or equivalent).</p> <p>Strong ICT skills, including Microsoft Office/Evidence of admin/secretarial qualifications or experience.</p>	Evidence of qualifications in this area.
Experience	Relevant work experience.	Relevant work experience in a similar environment.
Qualities, skills, knowledge and abilities.	<p>Excellent written and spoken communication skills.</p> <p>Excellent numeracy skills.</p> <p>Able to work accurately on your own and as part of a team, with a willingness to learn.</p> <p>Have a 'can-do' approach in order to support the school's ethos.</p> <p>Able to build excellent working relationships with a range of colleagues.</p> <p>Highly organised and able to prioritise, multi-task and use own initiative.</p> <p>Professionally discreet, able to respect confidentiality and deal with sensitive issues in confidence.</p> <p>Able to work calmly and with patience even in the most difficult of situations.</p> <p>Excellent attention to detail and proof reading skills.</p> <p>A sense of humour.</p>	Knowledge of Arbor
References	Supportive	