



TENBURY HIGH

ORMISTON ACADEMY



A role at Tenbury High Ormiston Academy offers a future working with extraordinary children within an exceptional team.

JOB TITLE: Administrator (SEND Department) – 15 hours per week term time only plus 5 training days a year

START DATE: September 2026 - permanent

SALARY: Part-time 15 hours a week – term time only (TTO) plus 5 TED days: £8,782 - £8,921 (FTE - £25,185 - £25,583)



Tenbury High Ormiston Academy, Oldwood Road, Tenbury Wells, WR15 8EJ

www.tenburyhighormistonacademy.co.uk

T: 01584 810304





SEN Administrator

Ormiston Academy is a truly unique, small, rural 11-16 academy in the beautiful setting of North-West Worcestershire. It is part of Ormiston Academies Trust (OAT) which is one of the largest not-for-profit multi-academy trusts in England who educate over 30,000 pupils across six English regions, in 31 secondary schools, seven primary schools and one special school. It is one of the longest established trusts and has been sponsoring academies since 2009. OAT's mission is to become the Trust that makes the biggest difference, both inside and outside the classroom.

Our pupils at Tenbury High are happy, well behaved and proud of their school. The academy has a strong vein of moral purpose where the child is at the heart of all we do. We invest in our pupils and our staff to ensure all are supported to be the best they can be. In a very recent Ofsted inspection, inspectors described our pupils as confident, polite and pleasant. Inspectors recognised leaders were ambitious in all aspects of school improvement and have led and embedded significant and impressive change across all aspects of school life.

"Leaders and staff want the best for all their pupils and convey this through their positive interactions, both around the school and in lessons. "(Ofsted 2024)

"Leaders, staff and pupils are all rightly proud of their school and of all the improvements that they have made together over the past few terms
"(Ofsted 2024)

We are seeking to appoint an enthusiastic and dedicated Administrator (SEND) to join our successful and ambitious academy.

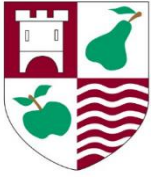
Tenbury High Ormiston Academy has many exceptional features and is a great place to work.

- Our pupils who are happy, well behaved, positive in outlook and genuinely proud of the academy.
- Staff and pupil relationships are excellent.
- We have a stable and very committed, welcoming and hardworking staff.
- Our staff teams work collaboratively and supportively to provide the best provision for our pupils.
- We offer an innovative, effective and bespoke CPD model providing regular opportunities for professional development.
- We have a highly supportive and engaged board of governors and an equally supportive local community and multi academy trust.

We hope that you will apply if you:

- have a positive, caring and inclusive outlook.
- can work well under pressure.
- enjoy a challenge and making a difference to the life chances of all our pupils.
- set high standards and inspire pupils and staff to meet them.
- want the very best for pupils at the school.

Please visit the school website tenburyhighormistonacademy.co.uk to find out more about us.



TENBURY HIGH

ORMISTON ACADEMY

Oldwood Road, Tenbury Wells
Worcestershire WR15 8XA
Tel: 01584 810304
Email: admin@tenburyhigh.co.uk

Principal: Mrs V Dean
Vice Principal: Mrs D Wall
Assistant Principal: Mr A Wilks



A Specialist Science and
Mathematics College

June 2026

Dear Applicant

Administrator (SEND) to start 1st September 2026

Part-time 15 hours a week, term time only plus 5 TED days: £8,782 - £8,921 (FTE - £25,185 - £25,583)

Thank you very much for the interest that you have shown in the above post at Tenbury High Ormiston Academy.

We are a truly unique, small, rural 11-16 academy in the beautiful setting of North-West Worcestershire. Our pupils are happy, well behaved and proud of their school. The academy has a strong vein of moral purpose where the child is at the heart of all we do. We invest in our pupils and our staff to ensure all are supported to be the best they can be.

We are seeking to appoint an enthusiastic, dedicated and highly organised Administrator (SEN) to join our growing SEN team. This is an exciting opportunity to play a key role in supporting our provision for students with special educational needs.

Working closely with the SENCO and Assistant SENCOs, the successful candidate will provide high-quality administrative support to ensure the effective coordination of SEN services. The role will involve maintaining accurate records, supporting the administration of EHCPs and reviews, liaising with staff, parents and external agencies, and helping to ensure that all processes run smoothly and efficiently.

The ideal candidate will have excellent organisational and communication skills, a keen eye for detail, and a genuine commitment to supporting young people to achieve their full potential. The ability to work collaboratively, manage competing priorities, and maintain confidentiality at all times is essential.

This is a rewarding opportunity to be part of a supportive team, making a real difference to the educational experience and outcomes of our students.

Our academy is a popular choice for children with special and additional learning needs. Numbers of pupils on roll with an EHCP or in receipt of SEN support are above local and national averages. The SEN team consists of our SENCO who leads a committed and dedicated support team of 8 including 5 permanent teaching assistants, 1 apprentice and two Assistant SENCOs. This team contributes significantly to the provision for all children but, in particular, for those with special and additional needs, working alongside teachers and pastoral support to ensure the very best care and provision for some of our most vulnerable children.

We would encourage all prospective candidates to visit the academy to tour and meet with other members of the staff and our pupils, please contact Christine Sheppard csheppard@tenburyhigh.co.uk if you wish to arrange this. In addition, I encourage you to visit our website; take a look at our

Facebook page and email our SENCO – Mrs Marie Bradbury - mbradbury@tenburyhigh.co.uk if you have any specific questions.

I am grateful for the interest that you have shown and would urge you to apply for the post by completing the application on mynewterm.

Please note that the closing date is **Friday 10th July** and we expect to hold interviews the following week.

I do understand the effort required to submit an application and appreciate the time that you will take to do so.

Regards

A handwritten signature in black ink, appearing to read 'Vicki Dean', with a stylized flourish at the end.

Vicki Dean
Principal

JOB DESCRIPTION

Post Title: SEN Administrator

Hours: 15 Hours per week, Term Time Only, plus 5 TED days each year

Responsible to: SENCo

MAIN PURPOSE OF JOB

The role involves working alongside the SENCO and assistant SENCOs to:

- To provide a professional and confidential administrative service for the SEND Team.
- To provide support with administration tasks within other departments as required.

To carry out tasks as reasonably directed by the Senior Leadership Team and SENCo

MAIN DUTIES AND RESPONSIBILITIES

- Provide overall administration support in order to assist with the annual review process for all learners.
- Produce and complete templates, forms and resources as directed.
- Deal with SEND related correspondence.
- To support with the maintenance of SEND filing systems, archiving/retrieval and disposing of SEND information as appropriate.
- To produce letters as required.
- All administrative and clerical duties required to support the SENDCO
- Assisting with the organisation of open days, parents' evenings, SEN review evenings.
- Liaise with class teachers to ensure that reports and contributions are completed in a timely manner.
- Contribute to the maintenance of SEND pupil records.
- Support data collection for SEND reporting.
- Assist with administration surrounding SEND pupil transitions, including admissions, new starters and leavers.
- Support preparation for inspections and audits.
- To support in liaising and organising visits from external agencies such as Inclusion support
- Attend meetings and take minutes as and when required

Other duties:-

- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- This job description may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Support for the School:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure the pupil has equal access to opportunities to learn and develop.
- Contribute to the overall ethos, vision and aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings and training as required.
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities.
- Assist with the supervision of pupils during social time.
- Accompany teaching staff and the pupil on educational visit, and out of school activities as required.

Additional Responsibilities

This job description is not necessarily a comprehensive definition of the post. The post-holder is expected to carry out any other tasks that the Principal, line manager or senior staff may from time to time reasonably require. The nominal hours attached to this post are 15 hours per week though additional hours paid on a casual basis may be required especially during academy holidays. It is a requirement of this post that personal holidays are arranged to coincide with academy holidays. This job description allocates duties but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

Person Specification – SEN Administrator

Category	Essential	Desirable	Method of Assessment
Qualifications and Training	<ul style="list-style-type: none"> • GCSEs (or equivalent) including English and Maths at Grade 4/c or above 	<ul style="list-style-type: none"> • Training related to administration 	Application form Certificates Interview
Knowledge and Understanding	<ul style="list-style-type: none"> • Willingness and ability to work within a team • Willingness to learn new skills and acquire new areas of knowledge • Understanding of confidentiality, data protection and safeguarding requirements in educational settings 		Application form Interview
Skills and Experience	<ul style="list-style-type: none"> • Experience of working in an administrative role within a school or similar environment • Proficient using Microsoft Office applications • Strong organisational, planning and time management skills 		Application form Interview References
Personal Attributes	<ul style="list-style-type: none"> • Ability to plan, organise and prioritise effectively to meet deadlines • Ability to maintain confidentiality in the light of handling sensitive information 		Interview References

Tenbury High Ormiston Academy 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. Tenbury High Ormiston Academy is an equal opportunities employer and welcomes applications from all sections of the community. All successful appointments will be subject to suitability checks in accordance with KCSIE, including identity, Right to Work, qualifications, online searches, Prohibition check, two references and enhanced DBS check including Children's Barred List.