



Job Pack

SEND Administrator

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September 2025

Dear Applicant,

I am thrilled that you are considering joining SEARCH Education Trust! We are a dynamic family of schools committed to positively transforming the lives of our students. Our philosophy is simple yet powerful: “stronger together.” By fostering collaboration and innovation, we empower both our students and staff to achieve excellence.

The Search Education Trust is founded upon the importance of providing an excellent education for all our young people so they can live happy, successful lives making a positive difference within the community. Our vision is to grow strong, sustainable, successful school communities which:

- **Stretch** the imaginations of learners and teachers through an inspirational curriculum, and strategies for teaching and learning.
- **Empower** young people to be entrepreneurial and creative leaders of the future
- **Aspire** for young people to discover how they can be the best they can be
- **Reach** out to everyone, celebrate diversity, and leave no one behind
- **Collaborate** to develop a community of shared practice and effective partnerships for school improvement
- **Help** and support our learners, staff and families to have a voice in the community; to be actively involved, happy, safe, resilient and healthy.

These values form the foundation of our SEARCH vision. They define our community and create a space within the education system where schools can collaborate, grow, and flourish together.

Having been part of this incredible Trust for 15 years, I am deeply proud to now lead our group of ever-strengthening and expanding schools. I have seen firsthand the transformative power of our collective efforts and the boundless opportunities we provide for staff and students alike.

When you choose the SEARCH Education Trust, you are choosing to be part of an ambitious, supportive, and evolving community. Here, you will be valued, encouraged, and empowered to develop your unique talents. We are committed to supporting you every step of the way on your journey with us.

We are eager to welcome passionate, dedicated individuals who share our vision and values. Thank you for considering SEARCH Education Trust as your next career move. We look forward to receiving your application and to the possibility of working together to make a lasting impact.

Yours faithfully,

Mrs Elen Roberts
Executive Headteacher
For and on behalf of SEARCH Education Trust

Job description

Post	SEND Administrator
Grade	Salary Scale 5 point 12 £31,524 to 15 £32,931 pro rata, Actual Salary £28,656.53 to £29,935.55
Contract	Permanent
Hours	36 hours per week, Monday to Friday. 40 weeks per year
Responsible to	SENDCO

Principle Accountabilities

- To provide full administrative support to the SENDCO and to the HoF for the Support Faculty in EAL/LAC as needed.
- To support in delivery of external professional support in school including timetabling,

Main Activities and Responsibilities

- Complete all day to day administration for the SEND Team/SENDCO including taking minutes of meetings, recording meetings on BromCom, calendar management, liaison with external professionals and parents/carers as required etc.
- To provide high quality support in managing the administration and recording of interventions, support timetables and provision mapping for the SEND Team
- To manage information systems for the SEND Team (eg. BromCom and the SEND Drive)
- To oversee the filing, organisation and secure record keeping of all SEND information, including EHCP, SEN Support Register and Access Arrangement evidence
- To oversee the arrival, timetable and supervision of external professionals who need to access the building and students to carry out specialist work
- To ensure correspondence with parents/carers and external professionals is carried out with the highest level of professionalism and confidentiality
- To oversee the recording and monitoring of all correspondence between SENDCO and external professionals and ensure that this is appropriately stored
- To provide administrative support for all SEND processes including Annual Reviews, STAC meetings, Reintegration meetings, professional meetings etc.
- To raise requisitions and place orders to ensure that the SEND Team have access to the resources they require
- To provide on-site support during the day with students as required
- To support young people with SEND in a flexible way and as required by the school, including where needed supporting in class, providing invigilation or access arrangement support, with personal care or team teach

Other

- Contribute to the smooth running of the SEND department.
- Adhere at all times to the school code of conduct.
- Attend team and staff meetings.
- Attend and participate in open evenings, parents evening, post-16 options evening as required.

- Uphold the school's behaviour (Values for Success Policy) and Uniform Policy.

Please note that there is flexibility in the approach to achieving our shared vision for this school and that the above job description is not definitive.

Key Organisational Objectives

The postholder will contribute to the SET objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the Trust's Equalities policies, demonstrating commitment and contribution to improving standards of attainment.
- Adopting Customer Care and Quality initiatives.
- The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned.

Safeguarding Children

SET is 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 enhanced DBS checks.

Conditions of Service

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Trust.

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate, the nature of such convictions.

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the Trust Equalities policies.

Person Specification

	Essential	Desirable
Qualifications		
Educated to A Level Standard or equivalent		✓
Strong passes in English and Maths Level 2	✓	
First Aid Training (or willingness to complete)		✓
Team Teach Training (or willingness to complete)		✓
Experience		
Experience of using ICT effectively (Excel, Word, PPT. Google Apps)	✓	
Experience on a database (Bromcom training available)		✓
Provide high-quality assistance to pupils with special educational needs	✓	
Experience of delivering a mentoring service and intervention programme		✓
Ability to provide high-quality outcomes	✓	
Managing and implementing recording and reporting systems	✓	
Administrative experience	✓	
Skills		
Personal		
Well organised	✓	
Well presented	✓	
Excellent communication skills and organisational skills	✓	
Ability to work hard under pressure while maintaining a positive, professional attitude	✓	
Ability to organise and prioritise workload and work on own initiative	✓	
Commitment to personal career development	✓	
Flexible and willing to contribute to the success of the team	✓	
Problem solving	✓	
Administrative		
Attention to detail in communication and planning	✓	
Relations		
Ability to work as part of a team	✓	
IT Skills		

High Level of skill in using ICT effectively (Excel, Word, PPT. Google Apps)	✓	
Knowledge and understanding		
Safeguarding and child protection policies and procedures	✓	
Other		
Commitment to safeguarding and promoting the welfare of children and young people	✓	
Understanding of different social backgrounds of students	✓	
Understanding the needs of students and the appropriate strategies to support them	✓	
Understanding the needs of bilingual students/parents	✓	

Heartlands High School, part of the SEARCH Education Trust, is committed to safeguarding and promoting the welfare of our students and young people. The successful applicant will therefore be required to complete checks in line with the requirements of Keeping Children Safe in Education with regard to DBS and other pre-employment checks.

We encourage applications from all sectors of the community to reflect our diverse student population.

SEND Administrator – Heartlands High School

Salary: Scale 5 point 12 £31,524 to 15 £32,931 pro rata, Actual Salary £28,656.53 to £29,935.55

Location: Haringey

Contract type: 36 hours per week, Monday to Friday, 40 weeks per year.

Heartlands High School is a mixed comprehensive 11-16 school that opened in September 2010. Popular and oversubscribed within the local community, the school will take 1080 students. Our recent Ofsted described the school as a “Leaders have been able to cultivate an ethos of focusing on the needs of individual pupils. Pupils irrespective of their starting points, receive a range of support. Many pupils make very good progress” (Ofsted 2016).

We are looking to appoint a personable, friendly and confident individual to contribute to the smooth running of the SEND Department. The ability to work as part of a team and build excellent relationships with parents/carers, students and staff is an essential part of this role.

The successful candidate will have:

- To provide full administrative support to the SENDCO and the HoF for the Support Faculty in EAL/LAC as needed;
- To contribute to the smooth running of the SEND Department;
- To complete all day to day administration for the SEND Team/SENDCO including taking minutes of meetings, recording meetings on Bromcom, liaison with external professionals and parents/carers as required;
- To provide high quality support in managing the administration and recording of interventions, support timetables and provision mapping for the SEND Team;
- To provide on-site support during the day with students as required’;
- To ensure correspondence with parents/carers and external professionals who need to access the building and students carry out specialist work;
- To manage information systems for the SEND Team
- Uphold the school’s behaviour (Values for Success Policy) and Uniform Policy.
- To be organized, able to multitask, work flexibly and have a ‘can do’ approach to work, as no two days are the same;

If you would like to find out more about the position, we would like to talk to you.

For further information, please contact our HR department at HR@heartlands.haringey.sch.uk

Completed application forms must be submitted via TES by Wednesday 18th June, 12pm

Interview date TBC

NB: Please note that CV's or incomplete application forms will not be considered. Only those that are shortlisted will be contacted by the school. Applications may be considered whilst the posts are being advertised. SEARCH Education Trust reserves the right to close adverts earlier than the stated deadline. We advise early applications are submitted.