



# West Park

*'A caring school where we put pupils and their achievement first'*

---

## Vacancy

### **SEND Administrator**

**35 hours per week, 39 weeks per year (term time only)**

***Temporary, Maternity Cover***

**Salary: £19,266 to £21,866, Scale points 3-11**

A fantastic opportunity has arisen to join the friendly and dynamic staff team at West Park School.

West Park is an 11 – 16 school based in Spondon with over 1450 pupils currently on roll. The school prides itself on exceptional pupil achievement, dynamic teaching and learning and excellent behaviour and engagement. We have a committed and talented staff team who work cohesively to get the best for all of our pupils. The pupils themselves are focussed, polite, positive and determined to take full advantage of the range of opportunities provided to them.

The successful applicant will work closely with the Special Educational Needs Co-ordinator (SENDCO) and Special Educational Needs and Disabilities (SEND) department as a whole to provide their administrative support and help our SEND children achieve their full potential.

Key Responsibilities:

- Efficiently manage administrative tasks to support the smooth running of the school and the department.
- Handle diverse responsibilities including data entry, communication management, and document organisation.
- Provide excellent customer service to students, parents, and staff.
- Collaborate with the school team to ensure a positive and productive learning environment.
- Use school software systems.

Applicants must have at least a Grade C in GCSE Maths and English and enjoy the challenge of working as part of a wider team. We look forward to receiving applications from motivated and organised individuals who can contribute significantly across the school.

Further information about the post and an application form (Associate Staff) is available on the school's website at: <https://www.westpark.derby.sch.uk/information/school/vacancies.php>

**Applications must be made using our application form and should be submitted online via our school website together with a supporting letter explaining why you are suitable for this position.**

The school follows [Keeping Children Safe in Education](#) statutory guidance. West Park School currently completes social media background checks on potential applicants, the check aims to reduce any potential reputational risks that could impact the organisation. Please see SP Index Privacy Policy for further information on personal data collection. [Privacy Policy - SP Index](#)

**Closing date for applications: 9 am on Wednesday 18<sup>th</sup> June**