

Bonus Pastor Catholic College

SEND Administrator Recruitment Pack



St Benedict
CATHOLIC ACADEMY TRUST



Through Faith to Success

Welcome message from our Principal



Bonus Pastor is an outstanding school (Ofsted 2023 and the Catholic Schools Inspectorate 2024) which has a great tradition and reputation of turning out successful, happy young people. Our GCSE results are excellent and we have won awards for both attainment and progress every year over the past 5 years.

However, Bonus Pastor will always be about much more than just the academic, and we believe very strongly in educating the 'whole child'.

Our vision is to always work in partnership with our students, parents, parishes and local community to create a positive research-engaged environment for learning and teaching, where everyone is valued and respected - in other words fulfilling the church's view of developing the whole child.

At our school, we believe in the values of Respect, Responsibility, and Ambition. Respect means treating everyone kindly and valuing each other. Responsibility is about being accountable for our actions and doing the right thing. Ambition encourages us to aim high and work hard to achieve our goals. These values help create a friendly and supportive place for learning, preparing our students for a successful future.

We are now looking for a SEND Administrator to join us, providing vital support to the Special Educational Needs and Disabilities (SEND) team.

If you have the ambition, ability and experience to help us deliver for our young people and staff then we'd love to hear from you.

Conor Mahon
Principal



Job Description



St Benedict
CATHOLIC ACADEMY TRUST

Job Title	SEND Administrator
Salary	£21,000 to £23,000 Dependent on qualification and experience
Starting	January or February 2026
Contract / Duration	Permanent, Full-Time or Part-Time

Reporting to the SENCO (Special Educational Needs Coordinator) the role of SEND Administrator will be to provide vital administrative support to the Special Educational Needs and Disabilities (SEND) team, ensuring efficient coordination and documentation of Annual Review and other SEND-related processes.

This role requires excellent organisational skills, strong attention to detail, and the ability to communicate clearly with a range of audiences, including but not limited to, parents, local authorities and school staff.

Key Accountabilities

- Provide administrative support in all areas of the SEND department, including interventions
- Liaise appropriately with parents/carers, staff, students, external agencies and local authorities
- Lead on the organisation of annual reviews for SEN students and other statutory areas
- Be the point of contact for external agencies to secure the smooth running of school visits
- Lead on strategies to increase parent/carer engagement in SEND
- Support the identification of SEND process
- Support the student referral process to external support agencies
- Support the production, analysis and monitoring of student progress
- Support the Year 7 & Year 11 transition processes, liaising with primary schools and post-16 providers where necessary
- Maintain a high level of confidentiality with regards to staff and student issues
- Ensure compliance with Data Protection legislation and maintain up-to-date, accurate SEND records in line with statutory requirements

Administrative Support for the SEND Department

- Communication with parents via email, phone and letter
- Use data to identify trends in student and parent engagement with reviews
- Develop relationships with teachers to support student engagement
- Keep accurate, up to date and confidential records
- Support effective administration of the SEN budget and ordering resources including photocopying, ordering, storage and recording of stock
- Word processing, including taking and distributing minutes from meetings, completing pre and post - AR/EHCP paperwork and taking minutes when required
- Maintain the Provision Map and the SEND register

Access Arrangements

- Support the team in ensuring accurate records are kept regarding the needs students with specific Access Arrangements
- Support with the gathering of evidence from teachers regarding students' normal way of working
- Ensure the evidence required by the examination boards is kept and monitored to keep it up to date
- Ensure all Access Arrangement paperwork is completed, collated and submitted on time

Since job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

Person Specification



St Benedict
CATHOLIC ACADEMY TRUST

Qualification	Essential	Desirable
Maths and English - GCSE Grade 4 or above (or equivalent)	*	
Education to degree level or equivalent		*
Experience, Skills and Knowledge	Essential	Desirable
Experience of using Microsoft Office Suite and/or Google Workspace	*	
Experience working with families of children with additional needs		*
Experience working in an educational environment		*
Ability to create and maintain positive and professional relationships with parent/carers	*	
Knowledge of SEND legislation, particularly the SEND code of practice		*
Ability to work using own initiative	*	
Excellent written and verbal communication skills	*	
Ability to work with students at all levels regardless of specific individual needs and identify learning styles as appropriate	*	
Ability to accurately input and analyse data relating to student engagement	*	
Personal Attributes	Essential	Desirable
Developed interpersonal skills	*	
High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements	*	
Demonstrate and promote the positive value, attitude and behaviour they expect from the students with whom they work	*	
Ability to work effectively within a team environment, understanding classroom roles and responsibilities	*	
Ability to plan, prioritise, work under pressure and adapt to challenges	*	
Commitment to personal career development	*	
Other	Essential	Desirable
Commitment to safeguarding and promoting the welfare of children and young people	*	
Willingness to undergo appropriate checks, including enhanced DBS Checks and an online search	*	
Motivation to work with children and families	*	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	*	

Application Process



St Benedict
CATHOLIC ACADEMY TRUST

The application pack provides the background to the qualities, attributes and requirements that we are looking for in our SEND Administrator. Applicants will be required to complete the SBCAT application form which includes a supporting statement of no more than 1,000 words. This can be found on our website www.bonuspastor.co.uk or via the link below:

<https://www.tes.com/jobs/vacancy/send-administrator-lewisham-2267707>

Please note we do not accept CV's.

All applications should be sent to Isabel Gainey igainey@bonuspastor.co.uk

The closing date for applications is Thursday 18th December at 12pm.

Please note we reserve the right to close this advert earlier.

Interview date: TBC

We very much look forward to hearing from you.

