



**Administrator, SEND
A Bolder Future Awaits**

Salary: NJC Scale 5 £29,583 - £31,440 (pro rata)

Pro rata salary based on working 36 hours a week for 5 days a week – we will also consider part time working

39 weeks per annum (N.B. this is 'term time' i.e. 195 days but this may not necessarily correspond those days when students are in attendance)

Starting salary point to be agreed, depending on experience

Are you seeking an opportunity to play a major role in a thriving and dynamic academy? If so, Bolder is looking for a motivated and committed Administrator to join our friendly and supportive Administration Team.

It will be important to make sure your workload is carried out efficiently and professionally. You will need to understand the importance of discretion and confidentiality, have effective people skills, a strong team spirit and take pride in your work.

The ability to work independently or as part of a team is essential, as you will be supporting our Deputy Head (Designated Safeguarding Lead) and our SENDCo. You must have experience of working in a busy office and have proven customer service, administration and communication skills. You will know your way around PC packages and will be great at organising and prioritising. You will also be flexible and happy coping with the ever changing needs of the Academy. Training will be given for Academy specific software. Knowledge of SEN procedures and protocols and SIMS (School Information Management System) would be an advantage.

Bolder Academy is a relatively new, mixed, non-denominational school which opened in September 2018. Set up by primary and secondary Headteachers of the London Borough of Hounslow to meet the demand for extra school places, we are a strong part of the community. We moved in to our new school building in summer 2021.

There is an excellent pension provided for staff, free annual flu vaccination, A Cycle to Work scheme, free use of the fitness suite, an Employee Assistance Programme provided for all staff with the Education Support Partnership and an early finish on Fridays!

For further information about the school and details of how to apply, please go to the vacancies page on the website www.bolderacademy.co.uk or email vacancies@bolderacademy.co.uk

Bolder is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undertake online safeguarding training and all positions are subject to an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS). Two references will be sought for every candidate that is called for interview. Bolder is an Equal Opportunities Employer.



Recruitment Pack

The Bolder Way and You

Bolder Academy is an exceptional place to work. We know that by joining the team a Bolder future truly awaits you.

Supporting our teaching staff in creating a different kind of education and providing brilliant administration for our staff and students requires a certain type of employee.

Our vision is one of excellence and ambition which is founded on a bedrock of strong moral purpose. We are dedicated to creating optimism, openness and brilliance.

Details of the job description and the job specification are attached. It is important that you address the points in the job specification in your application form.

Further information about the Academy and support staff application form can be found on our website www.bolderacademy.co.uk/vacancies

To apply, please complete the support staff application form and email it to: vacancies@bolderacademy.co.uk

If you do have any questions or you would like a Word.doc copy of the application, please email Lorraine Rice, H.R. Manager, on vacancies@bolderacademy.co.uk

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Timeframe for Recruitment

Closing date for applications	We will shortlist and interview as we receive applications, so please send your application in by the deadline Monday 26th February 2024 9.00am : Interviews will be held according to application and we will consider interviewing early if we receive a strong application. Only shortlisted candidates will be contacted Please note: No agencies should apply and we do not accept CVs. SPONSORSHIP: Please note that we do not offer sponsorship so we cannot accept applications from candidates who do not have the right to work in the UK
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JOB DESCRIPTION

Administrator, SEND

- Core role:** To provide administrative support, with focus on SEN and Safeguarding.
- Reports to:** Assistant Headteacher/SENDCo
- Hours:** 36 hours a week for 39 weeks a year (**N.B.** this is 'term time' i.e. 195 days but this may not necessarily correspond those days when students are in attendance)

CORE DUTIES AND RESPONSIBILITIES:

- To keep and maintain all records relating to SEN and Safeguarding on the school management system (SIMS) and safeguarding system (CPOMS) and to be aware of requirements for retention of such papers.
- To be responsible for all filing relating to SEN and Safeguarding for individual students.
- To prepare documentation connected to Annual Reviews of Education, Health and Care Plans.
- To prepare paperwork for referrals to outside agencies.
- To arrange and set up meetings with parents and external agencies where appropriate.
- To write and produce minutes of meetings.
- To liaise with the appropriate staff on SEN and Safeguarding related issues.
- To ensure that intervention timetables are accurate and are shared with parents, staff and external agencies.
- To liaise with outside agency staff and ensure that lines of communication to all relevant parties are open.
- To produce/send out letters and reports, and input relevant data onto spreadsheets.
- To maintain telephone contact with parents as directed by the DSL and SENDCo.
- To ensure provision for students is entered on to and given an end date on Provision Map as required for the TAs, teachers, outside agencies etc. as necessary and generate reports as required.
- To undertake administration tasks related to Access Arrangements for GCSE and A-level examinations.
- To record SEN and Safeguarding incidents and events on SIMS/CPOMS.
- To maintain student safeguarding files and uphold confidentiality at all times.



- To organise the calendar for the Safeguarding and SEN teams throughout the academic year effectively and efficiently.
- To be responsible for all other duties as directed by the SENDCo and DSL.

ADDITIONAL RESPONSIBILITIES:

- To provide general administrative support to all members of the Senior Leadership team when required.
- To be a fire marshal for the Academy (training will be given).
- A willingness to administer First Aid (following certified training provided by the Academy).
- To undertake a break duty.
- To ensure health and safety procedures and child protection procedures are followed at all times.
- To assist with administrative support on student induction days and Open Evenings.
- To participate fully in training, appraisal and the probation system.
- Occasional invigilation work (for which training will be given).
- To support pastoral staff with student behaviour.

Person specification: Administrator, SEND				
		Essential	Desirable	Evidence
Qualifications:				
1	Excellent Microsoft Office skills	X		A,I
2	St John's Ambulance First Aid or equivalent or prepared to undertake training.		X	A,I
3	Educated to GCSE or above	X		A
Experience:				
4	Experience of with children or young people, in an educational setting		X	A, I
5	Experience of working under a pressurized environment with competing deadlines.	X		A, I
6	Experience of school management systems and databases.		X	A, I, R
Vision and Strategy:				
6	Vision aligned with Bolder of high aspirations and high expectations of self and others.	X		I
Behaviours, Skills and Abilities:				
7	Excellent listening, communication skills and high levels of emotional intelligence.	X		I
8	Strong organisational and time-management skills and ability to work under pressure.	X		I,R
9	Resilience and optimism to lead through day-to-day challenges in a busy school environment.	X		I
10	Ability to pay attention to detail when completing admin tasks.	X		I
11	High levels of honesty and integrity, confidence and self-motivation.	X		I,R
12	Ability to communicate fluently in accurate spoken and written English.	X		I
13	Discreet, calm and able to resolve conflict	X		I,R
14	The ability to work collaboratively within a team	X		I,R
15	A 'can-do' attitude	X		I,R
Other:				
29	Must be committed to safeguarding the welfare of children.	X		I
30	Understanding that this post is subject to barring checks and an enhanced DBS.	X		A, I, R
31	Eligible to work in the UK	X		A,R

Key to Evidence: A = Application I = Interview R = References