



AMERSHAM SCHOOL
A BUSINESS & ENTERPRISE COLLEGE

Live, Learn and Succeed Together

Recruitment Pack

SEND Administrator





AMERSHAM SCHOOL
A BUSINESS & ENTERPRISE COLLEGE

WELCOME

Thank you for your interest in Amersham School. We are a student centred school. We pride ourselves on our ability to provide each and every one of our students with a first class and personalised education, which enables them to flourish and succeed in all areas of school life. Students are central to our philosophy of individual success and aspiration. Development of self-confidence, positive attitudes and enterprise skills are fundamental to the delivery of our first-class, personalised and progressive education.

As employers, we are committed to your personal development. We offer a supportive and innovative environment to work within and opportunities for Professional Development that will allow you to enhance your skilful practice.

Required with an immediate start, we are seeking to appoint an enthusiastic and innovative **SEND Administrator**, to join this successful and dynamic department, who will share in the school's vision for success and play their part as we continue to secure outstanding results for our students. We require people with passion, skill, commitment and enthusiasm. In return, we will be committed to your personal development. Candidates will need to be, or aspire to be, outstanding practitioners.

To apply, please download the school's application form from our school website:
www.amershamschool.org.uk/vacancies

Completed form and a covering letter should be addressed to the Headteacher, Sharon Jarrett and sent to: employment@amershamschool.org

The school is committed to stringent safe recruitment procedures and the successful candidates will be required to undertake an Enhanced DBS check.



AT A GLANCE



SEND Administrator



Start Date

As soon as possible



Hours and Salary

Term time only plus 5 days
37 hours per week
Bucks Pay Range 3



Closing Date

Monday 24 February 2025



Interview Date

Thursday 6 March 2025



Application Form

amershamschool.org.uk/vacancies



Apply To

employment@amershamschool.org



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AMERSHAM SCHOOL

Dear Applicant

I am delighted you are considering applying for a position at Amersham School. We strive to create a supportive and structured learning environment in which individuals are challenged to realise their full potential, and encouraged to be ambitious for their futures. We believe it is of the utmost importance for students to become self confident, positive and enquiring learners and this vision underpins everything we do.

Our students are encouraged to become well rounded and broad-minded individuals and we support this through a diverse range of extra-curricular activities. As a Business and Enterprise specialist school, we focus on the development of skills which inspire and motivate our students to become successful and confident adults.

Amersham School looks forward to an exciting and promising future. Our students achieve good examination results at both GCSE and A Level. We are consistently one of the top performing Upper Schools in the County, making sure that our students have the personal qualifications and qualities to access Post-16 education and training. We are incredibly proud of our students and welcome the opportunity to work with and learn from those who share our dedication to innovation, improvement and success.

Please visit our school website where you will find a wealth of information about our vision and our mission statement 'Live, Learn and Succeed Together' where our values of mutual respect, honesty and integrity, responsibility and ownership, equality and co-operation alongside the establishment of a sense of community underpin our school environment.

I do hope that you will make an application to join Team Amersham. Our staff turnover is very low due to staff reporting that they feel valued and that they are supported, invested in, and encouraged to achieve high professional standards.

Yours sincerely

Sharon E Jarrett
Headteacher



PASTORAL CARE

At the heart of our education is the understanding that children flourish when they feel safe, cared for and respected.

At Amersham School we nurture each individual child carefully, developing strong and meaningful relationships with them that will inspire and support them, as well as providing a foundation for their healthy and happy future.

The Pastoral Team always operates with the best interests of our students in mind. Underpinning our pastoral care is our unwavering commitment to student safety and well-being; it is the basis of everything we do.

Our concept of safeguarding includes a 'can do' ethos, which has at its centre an absolute commitment to student safety and wellbeing. This is demonstrated by our seeking to develop and improve our safeguarding policies and procedures continuously and promote a culture of excellence in safeguarding amongst our entire staff.

Whenever there is a safeguarding concern, we are committed to trying to ensure that the student's feelings and wishes are considered as much as possible, when deciding what action to take and what services to offer. You will be joining a friendly and supportive team.

PERSON SPECIFICATION

Specification	Essential	Desirable
Qualifications		
Good standard of education including Maths and English to GCSE grade C or 5 equivalent	X	
Experience		
Experience in a busy customer focused environment, including face to face and telephone contact		X
Experience of administrative work		X
Strong IT skills, Microsoft Office Word and Excel and database management	X	
Experience of SIMS database		X
Working within a team	X	
Experience of working to deadlines	X	
Experience working / volunteering with young people age 11-18		X
Previous experience of working in a school		X
Skills		
Accuracy of work and attention to detail, in particular good proof-reading skills	X	
Strong interpersonal skills and communication skills	X	
Calm under pressure and able to build positive relationships with staff and students	X	
Evidence of personal commitment to professional development and the updating of job-related skills	X	
Strong teamwork skills and a flexible attitude	X	
High attention to detail and a high level of accuracy	X	
Strong prioritisation, organisation and time management skills	X	
Adaptable and willing to work flexibly to meet the demands of the school environment	X	
Strong team player to work actively to manage the smooth administration of the school Personalised Learning Team	X	
To support and uphold the values and ethos of the school	X	



THE ROLE

Job Title: SEND Administrator

Report to: Assistant Headteacher (SENDCo)

Main Purpose of the Role

To manage and oversee the administration of all Annual Reviews for students with Education, Health, and Care Plans (EHCPs) within the school, ensuring statutory timelines are adhered to and that all stakeholders' views are effectively collated and documented. The role involves collaboration with the SENDCo and the wider SEND team, using systems such as EDUKEY and SIMS to maintain accurate records and facilitate efficient processes.

Key Responsibilities

Annual Review Administration:

- Coordinate and manage the administration of EHCP Annual Reviews, ensuring compliance with statutory timelines as outlined by the SEND Code of Practice and Buckinghamshire Local Authority guidelines.
- Ensure all pre-meeting documentation is collected, including:
 - Student views - gathered through one-to-one conversations, written forms, or multimedia formats.
 - Parental input - through phone calls, meetings, or written submissions.
 - Staff feedback - collating insights from teaching and support staff regarding the student's progress and needs.
- Send out invitations and meeting notifications to parents, professionals, and relevant staff, adhering to timelines required by statutory guidelines (e.g., two weeks' notice for meetings).

Documentation and Systems Management:

- Use EDUKEY to maintain and update student One Page Profiles and Provision Maps to ensure accurate and current data.
- Update EDUKEY with relevant information, including meeting dates, attendees, and outcomes.
- Prepare and distribute Annual Review paperwork, including a summary of views, proposed amendments, and updated EHCP information, ensuring submission to the Local Authority within 15 working days post-review.



- Track and monitor deadlines for each Annual Review, ensuring no delays in submissions to the Local Authority.

Collaboration and Communication:

- Work closely with the SENDCo to ensure that all collated information supports a robust review of each EHCP.
- Liaise with parents, external professionals, and school staff to schedule reviews and gather required information.
- Maintain clear and professional communication with all stakeholders, addressing queries and providing updates where needed.

Teamwork and General Duties:

- Act as a key member of the SEND team, contributing to a collaborative working environment.
- Provide administrative support to the SENDCo and assist with broader SEND tasks during peak periods as required.
- Maintain confidentiality and adhere to GDPR guidelines when handling sensitive information.

Key Skills and Attributes:

- Excellent organisational and time management skills.
- Strong communication and interpersonal skills, with the ability to liaise professionally with a range of stakeholders.
- Proficiency in IT systems, particularly EDUKEY and SIMS, and the ability to learn new platforms quickly.
- A keen eye for detail and a commitment to meeting deadlines.
- Knowledge of SEND legislation, including the SEND Code of Practice and Annual Review processes, is desirable but not essential.
- Ability to work independently and as part of a team.

Qualifications and Experience:

- Previous experience in an administrative role, ideally within an educational or SEND setting desirable but not essential.
- Familiarity with EHCP processes and statutory requirements is preferred but not essential.
- GCSEs (or equivalent) in English and Mathematics.
- Experience using SIMS and EDUKEY is highly desirable.



WE OFFER



A friendly and supportive environment



Excellent and ongoing opportunities for professional development



Access to onsite fitness suite with weights



A range of staff social events



An environment focused on wellbeing



We subscribe to the Employee Assistance Programme (EAP) available 24/7 including financial and legal support, counselling and coaching

WHY US?

Our Mission Statement 'Live, Learn and Succeed Together' lies at the heart of our school. It is from this foundation that we build our team; Team Amersham. By valuing and supporting each other we are all able to experience personal success and happiness.

We are a happy school - this does not happen by accident but through intent. Our desire to provide an excellent education is partnered with nurturing, fun, camaraderie and opportunity. It is our desire that each of our students look forward to what the school day will bring. Our staff have been handpicked for their professionalism and their ability to be positive and cheerful!

The Local Area

Our school is situated in Amersham in the heart of leafy Buckinghamshire, home to the Chilterns and nestled amongst beautiful countryside. The Old Market Town of Amersham is simply glorious and shrouded in history with cobbled streets, an enclosed garden, 700 year old buildings with excellent eateries and the River Misbourne running parallel to the town.

Amersham-on-the-Hill is a bustling area with a new purpose built leisure centre, high street names, including Marks and Spencer, Waitrose and individual outlets making up an eclectic High Street. Amersham Underground Station comes under Zone 9 of the network and the Metropolitan Line provides easy access to London Marylebone in just 32 minutes.

Buckinghamshire is regularly cited as one of the best places to live in the UK. The surrounding areas include beautiful greenbelt locations with the county bordering the Shires of Berkshire, Oxfordshire, Northamptonshire, Bedfordshire, Hertfordshire and Greater London. Buckinghamshire offers many lovely places to live and visit including Waddesdon Manor, Cliveden, Stowe and Hughenden plus picturesque woodlands and wildflower meadows.



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 www.amershamschool.org.uk

 [amersham.school](https://www.instagram.com/amersham.school)

#LiveLearnSucceed | #TeamAmersham

Agencies - Amersham School's terms and conditions are that should you put a candidate forward after the first publication of a vacancy, the School will be liable for an introductory fee of no more than 10% of salary with reducing clawback over the first term, regardless of your terms and conditions.

Amersham School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and to uphold the school's policy in respect of child protection matters.
