



Hulme Hall Grammar School

SEND Team Administrative Assistant Job Description

The School

Hulme Hall Grammar School is committed to safeguarding and promoting the welfare of children and young people, we expect all our staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

Hulme Hall Grammar School is an independent school for boys and girls, based in Stockport. It was established in 1928 and has approximately 160 pupils on roll, from Pre-School to aged 16. The School prides itself on providing a caring, supportive environment where every pupil is treated as an individual. Small class sizes in combination with excellent teaching, lead to consistently good examination results.

The Governors are seeking to appoint an outstanding, dynamic and highly motivated SEND Team Administrative Assistant who will join our SEND Team supporting the SENCo and Enrichment Department Manager. The postholder will provide administrative support undertaking a range of tasks such as minute taking, preparation of statutory documents and other administrative tasks as required.

The successful candidate will be highly motivated and able to work collaboratively with other team members across the school. The postholder will need to be able to learn new processes and procedures quickly and effectively. Experience of SEND within a school environment would be an advantage but not essential. The role will require the ability to act on your own initiative, dealing with any unexpected problems that arise.

Main purpose of the job:

- To provide a comprehensive, efficient and effective administrative support service for the SENCO and Enrichment Department Manager.
- To support the SENCO and Enrichment Department Manager with all administrative and clerical duties such as undertaking work on EHC plans, SEN support plans, one-page profiles and examination access arrangements.
- To support the efficient running of the Enrichment Department.
- To support the SENCO and Enrichment Department Manager answering enquiries, typing, sending letters and reports to parents/outside agencies.
- Liaising with parents, the LEA and outside agencies as necessary.
- Update and maintain the additional needs register and other records as directed by the SENCO and Enrichment Department manager.
- To provide administrative support to the SENCO and Enrichment Department Manager by attending meetings, recording and producing minutes.

- Where appropriate, contribute to any events which involve the SENCO and Enrichment Department Manager such as Open Evenings, Tours, Taster Days and Parents Evenings.
- The post holder will be expected to comply with all reasonable requests from the SENCO and Enrichment Department Manager to undertake work of a similar level, that is not specified in their job description.

General Duties:

- To act in accordance with provisions of the School Staff Code of Conduct.
- To abide by the School Data Protection Policy.
- To use information technology systems as required, in compliance with the School IT Policy.
- To carry out the responsibilities of the post with due regard to all or any of the School equality and diversity policies.
- To operate in accordance with Health and Safety Legislation, which specifies that all employees have a duty to work safely and not to put others at risk.
- To take part in CPD and undertake/participate in whole school training as appropriate

In return, we can offer:

- A school committed to safeguarding
- A welcoming, friendly and inclusive school
- A committed staff team
- Well-motivated pupils who have a positive attitude to learning
- Opportunities for personal career development

Conditions of service:

- Salary will be £7,585-£13,845 (actual) / £18,500-£19,500 (FTE) depending on qualifications and experience.
- The position is term time only (35 weeks per year)
- The position is 20-28 hours per week but there may be some flexibility which can be discussed at the interview.

Application procedure:

A fully completed application form (which can be downloaded from the school website), to include details of two confidential referees should be addressed to: The Headmaster, Hulme Hall Grammar School, Beech Avenue, Stockport SK3 8HA, or e-mailed to The Headmaster's Secretary, Mrs Cooke, at: d.cooke@hulmehallschool.org

Closing date for applications: Thursday 9th December at 10.00am.

Interviews are scheduled to take place during the week beginning Monday 13th December.