



RECRUITMENT PACK

SEND ADMINISTRATOR

Closing Date: 12 noon, 09th February 2026





**11-18 Mixed, Multi-ethnic, Outstanding Academy
1700 on roll (inc 300 in Sixth Form)
One of Brent's most over-subscribed schools**

SEND ADMINISTRATOR

**35hrs per week Term Time only
Salary Scale 4 Point 7 - £26,403 (pro rata £22,684.86)
One-year Fixed Term Contract (subject to review)
Starting as soon as possible**

We are seeking to appoint a dedicated and highly organised SEND Administrator to join our SEND Department.

The successful candidate will play a key part in the daily operations of the SEND department providing comprehensive administrative support to the SENDCo and Learning Support Team.

The role offers excellent scope for professional development and would suit a candidate with strong communication and organisational skills, attention to detail, and a commitment to supporting students and staff across the school.

Experience in a SEND environment is desirable but not essential.

What we are looking for:

- A caring, patient and resilient individual with a genuine interest in supporting young people.
- A team player with strong communication and interpersonal skills.
- 5 GCSEs (or equivalent) grades A*-C including English, Maths and Science.
- Experience working with children aged 11-16 is desirable.

To apply please refer to: -

[Chrysalis Multi Academy Trust, Kenton, | Teaching Jobs & Education Jobs | MyNewTerm](https://www.mynewterm.com/jobs/Chrysalis%20Multi%20Academy%20Trust%20%7C%20Teaching%20Jobs%20%26%20Education%20Jobs%20%7C%20MyNewTerm)

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JOB DESCRIPTION

TEACHING ASSISTANT

Purpose and Objectives of Work:	<p>To ensure:</p> <ul style="list-style-type: none"> • To provide administrative support on all day-to-day administration for the SEND Team/SENDCO including preparations of documents for annual reviews; referrals to outside agencies; collection of pupil information from within school; taking minutes of meetings; recording meetings on internal systems; calendar management; liaison with teachers; external professionals and parents/carers as required; other administrative tasks as requested. • To work in collaboration with the SENDCos and exams office to coordinate internal examinations as required ensuring all pupils SEND requirements are met. • Assist SENDCo with fulfilling the school's obligations to pupils with SEND.
Main Duties and Activities	<p>Responsible for:</p> <p><u>Send Administration</u></p> <ul style="list-style-type: none"> • Maintain confidential student files and information systems for the Learning Support department ensuring they are comprehensive, accurate and kept up to date, including details for access arrangements. • Prepare and ensure accurate paperwork necessary to the annual review process. • Assist within annual review meetings. • Organise and collate feedback for external agencies, such as CAMHs, Speech and Language Therapists and Educational Psychologists. • Coordinate communication within the department and across school, including, typing and filing minutes of SEND meetings with key stakeholders • Assist the SENDCo with management of time, planning and coordinating events and meetings throughout the year to best support students, ensuring effective scheduling & diary management. • Ensure all pupil information and correspondence relating to SEND needs are accurate, up-to-date and can be retrieved with minimal delay. • Provide administrative support with the management of Admissions planning and coordination for students with SEND at all stages of entry. • Oversee the planning and organisation for all students with SEND transitioning into and out of the school, in particular, from year 6 to year 7 and year 11 and 13 into colleges/university/training/work. • Be a key link with the careers department to support the management of applications to post examination provisions for students with SEND •

	<ul style="list-style-type: none"> • Provide administrative support to the SENDCo with student meetings, including taking minutes of meetings as and when required. • Assist with the modification of classroom resources for students visual impairments. • Contribute to continually improving existing processes and systems for managing and monitoring access arrangements, to ensure that information is accurate and up to date at all times and communicate regularly with relevant stakeholders about changes. • Stocktaking and management of the department's resources, including appropriate IT resources, replenishing stock by raising purchase orders to ensure that students and SEND department are fully equipped for learning, including laptops for exams and general usage.
	<p><u>Access Arrangements Coordination</u></p> <ul style="list-style-type: none"> • To assist in the facilitation of the application and approval of exam access arrangements for pupils in the school • Collect and coordinate the completion of all paperwork including documentation and evidence for pupils who are eligible for exam access arrangements and to ensure that this work is completed to the required standard, meeting internal and external deadlines. • Keep up to date with policies and regulations related to access arrangements • To liaise with internal departments, students, parents, assessors and any other stakeholders to ensure any access arrangements or reasonable adjustments are in place by the relevant deadlines. • Internal examinations: Assist with coordinating, planning, arranging and overseeing access arrangements for internal examinations, including timetabling, rooming, invigilation and resourcing. • External examinations: to liaise with the exams office regarding students with access arrangements to ensure all paperwork is submitted to the department in a timely manner and meet the required standard. • To collect and coordinate the completion of all paperwork and evidence for students who are eligible for exam access arrangements during the admissions process. To liaise with the admissions office as required.

Main Duties and Activities Cont...	<p>Support for the School</p> <ul style="list-style-type: none"> • To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person. • To contribute to overall ethos, work and mission statement of the school. • To undertake broadly similar duties commensurate with the level of the post as required by the Headteacher
	<p>The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and the Trust. Enhanced disclosure from the Disclosure & Barring Service is essential.</p>

PERSON SPECIFICATION

Qualifications	<ul style="list-style-type: none"> GCSE English and Math's grade C or higher, or equivalent Participating in development and training opportunities
Experience	<ul style="list-style-type: none"> Knowledge of relevant education policies and procedures Knowledge of how children develop and learn Understanding basic learning strategies for development Working with or caring for children of relevant age
Skills	<ul style="list-style-type: none"> Use basic technology – computer, video, photocopier Verbal and written communication skills to communicate effectively Numeracy skills appropriate to the learning level of the pupils Ability to relate to and work well with children and adults Work constructively as part of a team, understanding classroom roles and responsibilities and your own position Dealing with difficult situations and problem solving Ability to maintain a professional and flexible approach Ability to maintain records Know when to seek advice Displays commitment to the protection and safeguarding of children and young people and has an up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.
Personal Attributes	<ul style="list-style-type: none"> To be organised, efficient and reliable Have a polite, friendly and flexible approach to work To always keep calm and professional
Equal Opportunities	<ul style="list-style-type: none"> Commitment and contribution to School policies Committed to the promotion of equal opportunities
Safeguarding	<ul style="list-style-type: none"> Commitment to the safeguarding of children and young people Hold the right to Work in the UK Possess an enhanced Child Barred list DBS certificate registered with the online Update Service or be willing to process a new application.