



[burlingtonhouseschool.com](http://burlingtonhouseschool.com)



BURLINGTON  
HOUSE SCHOOL

“Burlington House is fast becoming London’s gold-standard for specialist education. It has built on the sure foundations of the dyslexia-specialist teaching of The Moat School, with a creative curriculum and expert training, to create a supportive through-school for a range of specific learning needs.”

#### Beyond London:

1. Bredon School
2. Heathermount School
3. Ripplevale School

#### London Schools:

- 1a. Abingdon House School
- 1b. Abingdon House School  
South Kensington Prep
- 1c. Abingdon House School  
Purley
- 2a. Burlington House  
Prep
- 2b. Burlington House  
Senior
- 2c. Burlington House  
Sixth Form
- 2d. Burlington House School,  
Tooting
3. Chelsea Hall School
- 4a. The Holmewood School  
Lower
- 4b. The Holmewood School  
Upper



The schools in the Cavendish Education group currently educate over 1200 children and young people. The schools based around the UK share a strong sense of community and collaborate to help all our pupils reach their highest potential.

[Burlingtonhouseschool.com](http://Burlingtonhouseschool.com)

## Burlington House School

We are seeking to appoint a highly motivated and enthusiastic SEND Administrator that can support with some reception duties as part of our team. This person will have:

- Strong administrative skills including the use of Google suite
- Excellent numeracy/literacy skills
- Excellent communication skills and able to work with tact and discretion within an education environment
- Excellent planning and organisational skills, and able to work to deadlines
- A good working knowledge of the SEND code of practice
- A high level of multitasking is essential - this is a busy hard working environment
- Team players, who can share responsibility and actively contribute to team success.
- A willingness to learn and develop their own skills and abilities.

We are dedicated to providing a range of induction and continuing professional development opportunities to the successful candidate and look forward to hearing from applicants with suitable skills and experience.

## The Cavendish Education Group

In Sept 2017, Burlington House School (Formerly The Moat School) joined the Cavendish Education Group - a family of eleven schools focused exclusively on enabling children and young people with unique learning profiles (dyslexia, dyspraxia, autism and social and communication needs) to be the very best they can be.

The schools in the Cavendish Group do not focus on the things a child can't do - rather, they focus on an individual's strengths, talents and interests, and wholeheartedly believe that 'if a child can't learn the way we teach, then we must teach the way they learn'.

Each school has its own distinctive character, atmosphere and facilities, but they all provide a well-rounded, differentiated and skilfully-supported academic curriculum. Sport, technology, the arts, outdoor education and life skills all feature highly in enrichment activities.

**Cavendish schools inspire children and young people to have:**

the confidence to be themselves,  
the competence to achieve,  
the creativity to shine, and  
the character to succeed.





**Burlington House School, Prep,  
Senior and Sixth Form are located in  
Fulham and Hammersmith and connected by  
a short riverside walk or cycle.**



**Tes Schools Awards 2022**  
Shortlisted  
Specialist Provision School of the Year



[Burlingtonhouseschool.com](http://Burlingtonhouseschool.com)

## Job Description

As a SEND Administrator your role will include:

- To liaise with the SENDcO in order to provide high quality administrative and secretarial support for the EHCP process, including organising Annual Review meetings and help maintain the database for the management of Annual Reviews.
- Liaise with the SENDcO and other professionals (e.g therapists) in relation to the EHCP process.
- Coordinate student centred planning documents associated with EHCP's for distribution to all internal and external stakeholders.
- Distribute completed reviews to all stakeholders. Follow up with SEND Departments for final updated EHCP and review with the SENDcO over any changes in relation to the provision.
- Ensure relevant documentation is completed in line with the SEND Code of Practice.
- Working with the therapy team to ensure SENDcO has therapy reports for the Annual Review and are sent to all stakeholders.
- Responsible for safeguarding and promoting the well-being of our students through use of our safeguarding policy and Keeping Children Safe in Education.



**Tes Schools Awards 2023**  
Shortlisted  
Independent Prep School of the Year



## Job Description

### As a school receptionist, some of your duties will be:

- First point of contact for the School - Face to Face & Telephone
- Signing in and supporting pupils / visitors
- Registers – ensure all are taken and check for anomalies.
- First point of call for missing students.
- Parents’ Evening – organising and setting up.
- To assist with clerical duties as required
- Desirable but not essential - First aid trained (Training can be provided)
- This will be a rewarding role for the successful candidate, as you will be joining a well established, supportive team that makes a real impact on our school.

## Key Responsibilities

### Responsibilities of all staff:

- Promote the vision, and contribute to the overall aims and values of the school
- Be aware of and comply with all school policies and procedures e.g. relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be responsible for ensuring that personal and sensitive data processed within the school is treated with confidentiality and kept secure and in line with Data Protection guidance including General Data Protection regulations.
- Be aware of and support differences and ensure equal opportunities for all. To demonstrate an understanding of and a commitment to equal opportunities and diversity.
- Promote the well-being of our students through use of our safeguarding policy and Keeping Children Safe in Education.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings appropriate to your role.
- Participate in training and other learning activities and performance development as required.
- Recognise your own strengths and areas of expertise and use these to advise and support others.
- Promote and ensure your own health and safety, as well as that of colleagues, students and the public (in accordance with appropriate health and safety legislation) at all times. All employees should cooperate with leadership and follow established systems of work.
- Duties and responsibilities of the post may change over time as requirements and circumstances change.
- You must have an up-to-date Enhanced DBS Disclosure, which the school will help you do, if you are appointed to the role.
- Present a positive, professional and friendly disposition contributing to a welcoming school environment which supports equal opportunities for all.

“The small class sizes mean you are really able to make a difference to each pupil. You can really see the progress and it’s a pleasure to to see their success”



“The location by the park is wonderful”



“The great thing about working at BHS are the relationships that are cultivated with the students and between the staff.”



[Burlingtonhouseschool.com](http://Burlingtonhouseschool.com)

## Staff Benefits

Your time at Burlington House School will include a broad variety of benefits including:

- Cycle to work scheme
- Yoga and Wellbeing massages.
- Free full eye test & £49 voucher to be used at Specsavers
- Employee Assistance Programme with [Health Assured](#) which supports staff & immediate family with wellbeing / legal / financial advice, including face to face counselling sessions.
- Opportunity to join a Life Assurance scheme
- Part of a larger education group with opportunities to move internally as well as peer to peer support
- Enhanced family friendly paid leave
- Opportunity to progress and complete job related training, learning & development with access to SpLD and ASD specialist training for all staff
- Free lunch during Term time

## Headteachers’s Welcome

Myself and all the staff are very pleased you are interested in joining the Burlington team. We are a small school that’s part of a big community and we would be delighted for you to help us grow even more.



Of course our main focus is to help and inspire the young people who pass through our doors, but we also take immense pride in supporting our staff inside and outside of school. I hope to see you in the corridors soon.

Best wishes

*Nicola Lovell*