

SEND/AEN Assistant Administrator

0.6 (Three days a week) - Term Time Only - 2 Year Fixed Term Contract

The BRIT School

An exciting opportunity has arisen for someone to take on the role of AEN Assistant Administrator within our well-established AEN team.

The BRIT School is looking for a dynamic and innovative AEN Assistant Administrator. This role requires someone who is highly motivated with excellent communication skills.

The successful applicant will be organised, friendly, flexible and calm under pressure to support the AEN team.

The BRIT School is a unique institution offering specialist education in the arts and related technologies, alongside the full range of National Curriculum subjects. It is sponsored by the British Record Industry and has a unique relationship with the performing arts industries.

The BRIT School runs a five term academic year with some school holidays falling at different times to the usual Local Authority school breaks. Please see our website for further details of our term dates.

The BRIT School is committed to Equality, Diversity and Inclusion.



SEND/AEN Assistant Administrator

The BRIT School

Applicant Information Pack

Closing date
9am, 7th July 2025

Interview date
Tuesday 15th July 2025

Contents

- A Message from the Principal
- Job Description
- Key Responsibilities
- Person Specification
- Terms & Conditions
- Staff Benefits
- About Us
- Find Us
- How to Apply

A Message from the Principal



Creativity is crucial to the future of our economy and society. For 30 years, The BRIT School has successfully nurtured creative skills in students from every type of background alongside a robust and full academic curriculum. And it does so for free.

Young people who choose to come here are given the tools to carve out their career, the space to think and the environment to be themselves. This is a playground with professional boundaries where the raw talent of 14–19 year olds meets the nurturing expertise of world-class teachers.

The BRIT School revolutionises the lives of its students; 99% of all students who have graduated find work in a huge range of creative industries, or enrol for higher education or training. We are proud to be a Croydon school and equally proud to have national and international friends who support the school with professional and unique opportunities. As the Good School Guide articulates, “You’ll find BRIT graduates’ words, music, performance, directorial and backstage talents just about everywhere you look, from fashion shows to musicals, national theatre to community arts, in the UK and internationally.” This is a hardworking, fun, passionate school packed with dedicated individuals who love the creative and performing arts and recognise the importance of a thorough and robust education in all subjects. We believe in developing well rounded, articulate, kind and dynamic young people.

A handwritten signature in black ink that reads "Stuart Worden". The signature is written in a cursive, flowing style.

Stuart Worden
Principal

Job Description

Job Title	AEN Assistant Administrator 0.6 TTO Fixed Term Contract 2 Years
Department	Additional Educational Needs
Grade	Band 2 Spine 4 @ 0.6 TTO £14,951 (£28,125 FTE)
Hours of Work	21 hours per week term time only
Contract Type	Support Staff
Responsible to	SENCO
Job Overview	To provide general office support, managing administrative tasks, organizing files, and supporting other staff members. Answering phones and scheduling meetings, preparing documents and maintaining records.

Key Responsibilities

- To enter and retrieve data on the computer
- To collate and update information concerning students on the Client List, Passports for Learning, Provision map, student data, annual reviews, feedback from students and parents etc.
- To type documents and letters.
- To create mail merges.
- To undertake general office duties, including filing, photocopying and room bookings
- To prepare and collate papers for meetings and take minutes when necessary
- Act as a Fire Marshall/Deputy Fire Marshall in the event of an emergency if required.
- Attendance at relevant school and departmental meetings, including Inset, in/outside school.
- Work some evenings as required, e.g. during open days and whole school events, for which time off in lieu will be given.
- Exercise a commitment to the school's mission statement and stated ethos including the equal opportunities policy, health and safety policy and all other current school policies.
- Undertake any other duties or one-off tasks at the reasonable request of the Principal/SLT/Line Manage/SENCo.
- To support SENCo with admin for exams and access arrangements.
- To support SENCo with admin for AEN admissions and induction testing.
- To work with the other AEN administrator to ensure all admin tasks for the department are covered.

Person Specification

Applicants should demonstrate in their supporting statement how their qualifications, experience, skills and training for each of the criteria below.

Criteria	Description	Essential / Desirable
Education and Training	Willingness and capacity to undertake IT and other training to support the needs of students.	Essential
	English and Maths at GCSE grade 4	Essential
	Willingness to undergo specialised training.	Essential
Experience	Experience with scheduling, document management, or customer service	Desirable
	Familiarity with working in a team or cross-functional environment	Essential
	Knowledge of SEND	Desirable
	Proven ability in an admin support or similar role	Essential
	Proven ability or interest in Arts Education	Desirable
	Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)	Essential
	Proficiency in Google applications	Desirable
Knowledge & Skills and Qualities	Good ICT key skills.	Essential
	Ability to analyse, interpret and collate information about students in order to write effective reports.	Essential
	Good literacy, numeracy and organisational skills.	Essential
	Ability to liaise and communicate effectively with students, parents/carers, colleagues and some outside agencies.	Essential

Resilience – the ability to remain calm and work well under pressure.	Essential
Excellent communication skills (including written, oral and presentation skills)	Essential
Comfortable using office equipment (printers, scanners, phone systems)	Essential
Excellent organizational skills and attention to detail.	Essential
Ability to manage multiple tasks and priorities.	Essential
Capable of meeting deadlines and working under pressure.	Essential

Personal
Qualities

A commitment to safeguarding and promoting the welfare of children and young people	Essential
Flexible and open to continuous change	Essential
Committed to equality	Essential
Ability to work effectively within a team	Essential
Punctual, reliable, and discreet with sensitive information	Essential
Presents a positive, courteous, and professional image	Essential
Maintains confidentiality at all times	Essential

Terms and Conditions

Start Date	26th August 2025
Contract Type	Fixed Term Contract - 2 Years
Hours of Work	21 hours per week Term Time Only
Salary	The BRIT School Pay Scale Band 2 increment points 4-7

Appointments will normally be made to the first point of the grade. Payday is the 26th of each month or the last working day before this should the 26th fall on a weekend or bank holiday.

Work permit	All applicants must be permitted to work in the UK and hold a relevant work permit where necessary. This is not a role in which The BRIT School sponsors a visa application.
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DBS Check	The appointment will be subject to satisfactory DBS clearance at the Enhanced level (child workforce).
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Probation	The post has a six months' probationary period.
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Notice Period	This appointment may be terminated by the staff member giving the Principal notice or the Principal giving the staff member notice of 4 weeks.
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Pension	Membership of the Local Authority Pension Scheme is an important employee benefit providing future income for your retirement.
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Staff Benefits

Annual Season Ticket/ Travelcard Loan	The school offers an annual loan for those staff who wish to make use of the reduced annual prices.
Events	All staff receive complimentary tickets on a first come first serve basis for any BRIT School show of their choice.
Eye Tests & Glasses	For staff who use computer screens regularly in their role, the school will pay for their eye test and also up to £100 for new glasses if required for the purposes of seeing the computer screen.
Cycle Scheme	The School is a member of cyclescheme www.cyclescheme.co.uk
Pension	Support Staff are automatically enrolled in the Croydon Council Pension Scheme.
Employee Assistance Program (EAP)	The BRIT School offers an employee assistant program which includes a free counselling service and financial advice.
Local Discounts	Staff are entitled to a discount at the Croydon Better Leisure Centres. These are located in South Norwood, Thornton Heath, Purley, New Addington and Waddon.
School Facilities	Library – The School has a very well stocked library with not only books, but magazine, journals, music and DVD's which staff are very welcome to utilise.

About Us

The BRIT School is the UK's first and leading free performing and creative arts school for 1,450 young people aged 14 to 19. The School – an exempt charity based in Croydon – provides a unique education for over 1,450 pupils aged between 14 and 19 in the fields of music, film, digital design, community arts, visual arts and design, production and performing arts as well as a full academic programme of GCSEs and A Levels.

It invests in the future of the UK's cultural wealth by nurturing young artistic talent from all backgrounds and teaching the skills needed by the rapidly growing creative industries.

BRIT stands for the British Record Industry Trust and funding from the BRIT Awards and BRIT Trust is invested in the professional facilities and equipment at the School.

The School opened in 1991 and over 14,000 students have been educated at The BRIT School including Adele, Amy Winehouse, Jessie J, Katie Melua, Leona Lewis, Tom Holland, RAYE, Olivia Dean, Loyle Carner, The Feeling, Rizzle Kicks, Cush Jumbo, Blake Harrison, The Kooks and Lola Young. In total, students from the School have been responsible for selling over 280+ million albums, 70+ billion streams of BRIT alumni songs between 2018-23 and winning 43 high profile awards including BRIT Awards, Grammys, BAFTAs, Oscars and Laurence Olivier Awards.

Year on year nearly 100% of students are in education, training or employment after graduating.

In November 2024 OFSTED rated the school 'Outstanding' in all five categories of measurement: Teaching and Learning, Behaviour and Attitudes, Personal Development, Leadership and Management and the Sixth Form provision.

Our Mission - To prepare young people for careers in the creative and performing arts.

Our Values - Original, Responsible, Ambitious, Inclusive, Kind

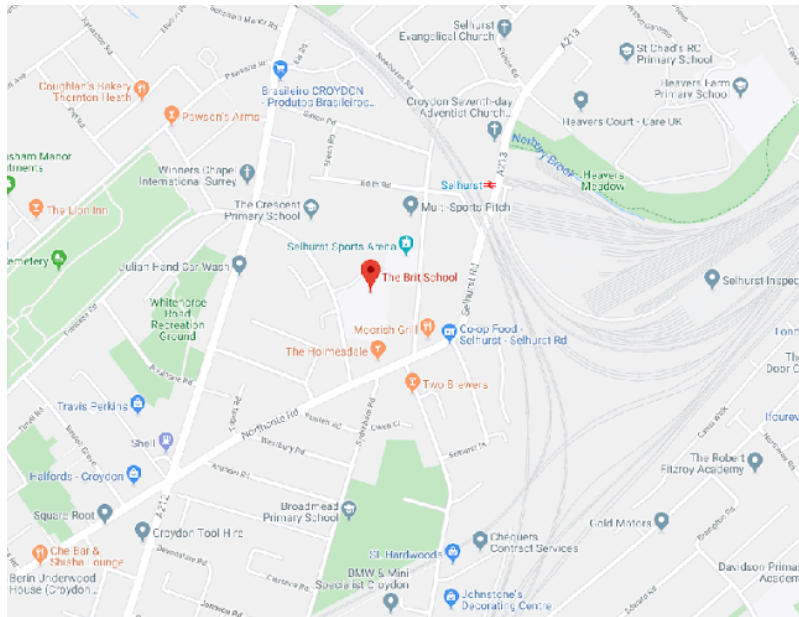
Vision

- To train and educate young people for future careers in Performance and Creative Arts industries.
- To provide a comprehensive and exceptional KS4, Post 16 general and vocational education that prepares students for life in the arts.
- To provide a unique educational approach that has creative teaching and learning in its bloodstream and has a pastoral approach that focuses on the individual reaching their full potential.
- To celebrate the diversity of the educational needs, background, race, religion and sexuality of all within its community.
- To be a role model for other schools and organisations in its community work.

Location

The BRIT School is located in Selhurst, Croydon.

60 The Crescent, London, Croydon CR0 2HN



How to Apply

To apply, please complete our [1. Application form](#) and [2. Equal Opportunities form](#), available at our website in the 'Work for Us' Section.

CV's without an application form cannot be accepted.

Closing date
9am, 3rd November 2021

Interview date
10th November 2021

The BRIT School is an Equal Opportunities Employer.

For more information follow us @TheBRITSchool