



Candidate Brochure
SEND Administrator



THE DEAN TRUST
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SEND Administrator

Job Summary

SALARY:

Band E, Point 7 - 11 £26,403.00 -

£28,142.00

(£23,356.50 - £24,894.85 actual
salary)

START DATE:

As soon as possible

WORKING PATTERN:

Term time only, 46 Weeks, full time

CONTRACT:

Permanent

LOCATION:

Lord Derby Academy

Lord Derby Academy is seeking to appoint a number of suitably qualified, experienced and enthusiastic colleagues to join our SEND department. The information provided in this brochure is for the position of SEND Administrator, with the main responsibility of providing admin support to the SENDCo and Assistant SENDCo.

We are an Equal Opportunities employer committed to ensuring inclusion, diversity and equality of opportunity. We welcome applications from a diverse range of candidates including those from underrepresented groups, and/or with protected characteristics.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to pre-employment safeguarding checks, including an enhanced Disclosure and Barring Check.

Main Purpose of the Role

The post holder will work primarily with the SENDCo and Assistant SENDCo to:

- provide high-quality administrative support for SEND processes
- ensuring compliance with statutory duties and
- promoting inclusive practice
- support the wider administration team

Key Responsibilities

- Maintain accurate and up-to-date SEND records, including Education Health Care Plans (EHCPs), provision maps, intervention logs, and evidence to support graduated response procedures
- Prepare and submit documentation for external agencies, Trust Reviews, referrals, and statutory assessments in line with Knowsley Council procedures, for example Pupil Passports, pathway referrals etc.
- Liaise with external agencies (e.g. Child and Adolescent Mental Health Services (CAMHS), Speech and Language Therapy (SALT), Educational Psychologists) to coordinate paperwork and meeting logistics.
- Collate evidence to support pathway referrals, EHCP applications and exam access arrangements.
- Organise and maintain the SENDCo's calendar.
- Support wider administrative processes under the direction of the Administration Lead.
- Supporting learners as reasonably requested by the SENDCo.
- Supporting parents as necessary to complete paperwork relevant to the role.

Communication & Liaison

- Act as a key point of contact for SEND-related queries from staff, parents, and external professionals.
- Support the SENDCo in drafting timely responses to external requests and inter-school communications.
- Attend multi-agency meetings as requested to support collaborative planning.

- Assist with organisation of key SEND events, such as parent coffee mornings etc.

Compliance & Best Practice

- Ensure all SEND documentation aligns with the SEND Code of Practice and local authority statutory guidance.
- Monitor deadlines for statutory reviews and ensure timely submission of all required documentation.
- Maintain SEND databases and tracking systems to support data analysis and reporting to SENDCo
- Assist in compiling reports for Ofsted, local authority audits, and internal quality assurance processes.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school's People Development Process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Executive Team and/or Headteacher

All post holders must comply with The Dean Trust professional standards. The job description will be reviewed as necessary and is subject to modification and amendment at any time after consultation with the post holder.

Whilst every effort has been made to explain the key responsibilities of this post, this job description is not intended to be exhaustive and every individual take undertaken may not be identified.

Personal Specification

	Essential	Desirable
Qualifications		
<ul style="list-style-type: none"> A good level of education, including GCSE Mathematics and English Language A*-C/ 4+ 	✓	
<ul style="list-style-type: none"> Ability to undertake further training and development as required 	✓	
<ul style="list-style-type: none"> Qualification in the area of Business and Administration 		✓
<ul style="list-style-type: none"> First Aid qualification 		✓
Experience		
<ul style="list-style-type: none"> Experience of working in a school environment 		✓
<ul style="list-style-type: none"> Experience of using school management information systems and other school software programmes 		✓
Knowledge		
<ul style="list-style-type: none"> Knowledge of and competency in the use of IT systems 	✓	
<ul style="list-style-type: none"> Knowledge of SEND Code of Practice 2015 		✓
<ul style="list-style-type: none"> Knowledge of SEND statutory processes 		✓
<ul style="list-style-type: none"> Knowledge of safeguarding procedures in relation to schools 		✓
<ul style="list-style-type: none"> Awareness of current SEND challenges 		✓

Skills and abilities

- Ability to grasp, assimilate and apply information and concepts quickly
- Flexible approach to working arrangements and ability to cope with a wide range of tasks in a busy and changing environment
- Calmness under pressure
- Ability to consistently produce work of a high standard
- A willingness to undertake all reasonable duties as the role requires
- Ability to use own initiative in undertaking tasks with minimal supervision demonstrating proactivity and forward thinking
- Proven communication skills, both verbally and written, and the ability to communicate effectively up to executive level
- Ability to work effectively with a wide range of people and services
- Ability to prioritise workload and work to deadlines with excellent attention to detail and accuracy levels
- Maintain accuracy and attention to detail
- Excellent time keeping and attendance record
- Self-disciplined and methodical

How to apply

If you would like to apply for this role
please apply through our online recruitment site which is available via:

careers.thedeantrust.co.uk

Application Closing Date: Monday 15th December 2025 at 12 noon

Any queries, please contact a member of the HR Team on 0151 477 8860 or
via email at nicholabradyl@lordderbyacademy.co.uk

