



Blenheim

SEND Administrator

37.5 Hours per week/ 39 weeks per year

March 2026

FTE £33,552 Actual salary £29,793



www.blenheim.surrey.sch.uk

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BACKGROUND INFORMATION

Blenheim High School underwent a successful Ofsted inspection in November 2024, has been oversubscribed since 2020 and achieved several record levels of GCSE attainment in 2025. The school's ethos revolves around a Growth Mindset of wanting 'to improve' and the Headteacher, Mr A A Bodell, continues his long-term commitment to Blenheim.

Blenheim has a dynamic and supportive environment in which to work. The school opened in September 1997 with one year group and has grown to its current size of 1380 students on roll including over 190 in the Sixth Form. Blenheim is a mixed comprehensive and its reputation in the community is excellent. The intake comprises students from all surrounding areas with ability levels being favourable; over 40% of students have high prior attainment at the end of Key Stage 2. The school's popularity has grown significantly in recent years.

As a Single Academy Trust Blenheim benefits from:

- Being oversubscribed in all year groups.
- A 36-week academic year with a fortnight October half term break and a 7-week summer holiday.
- A significant financial reserve which, as a Single Academy Trust, Blenheim has complete autonomy to invest.
- A strategic goal prioritising staff well-being, led by the senior whole school well-being lead.
- Formative assessment being embedded across the curriculum ensuring that students know their 'next steps'.
- Modern buildings and infrastructure, that have benefitted from c.£4.6 million of investment since 2022.
- A comprehensive Co-curricular programme prioritising the development of the whole student.
- A Chelsea FC Blenheim Girls' Football Academy that competes in the National Youth Football League.
- A 'Blenheim Ambition' Dance Academy.
- A 'High Performers' programme to boost student aspirations, independence and career prospects.
- An extended day for Year 11 and 13 students with complimentary biscuits, squash and pizza.

Blenheim's most recent [Ofsted inspection \(Nov 2024\)](#) was successful with the school being praised in several areas:

- 'Pupils rise to teachers' high expectations & therefore achieve well, both in school and in public examinations'.
- 'The school's high expectations for behaviour mean that pupils' conduct is excellent in lessons and social time'.
- 'Pupils produce work of a high standard, including disadvantaged students and those with SEND'
- 'Overwhelmingly, staff feel valued and are confident that their welfare and workload are taken seriously. They are proud to work at the school.'
- 'The school provides a raft of inclusive and ambitious experiences to help all students achieve their potential'

Blenheim is a well-resourced school and is fortunate to have outstanding facilities including modern buildings, large grounds, a recently refurbished floodlit AstroTurf and hard-court area, bespoke sixth form facilities, new audio-visual teaching screens throughout and a fully refurbished staff room. Together with a very supportive and well qualified governing body the school continues to prosper. Visitors often comment on the calm, purposeful learning environment that pervades and is a consistent feature of the School.

As Blenheim students prepare to take up their place in society, they are actively encouraged to become independent learners. Part of this process involves the use of iPads across the curriculum; all teachers and 98% of students own one. Technological evolution is inevitable, and iPad ownership helps ensure that students develop attributes that allow them to adapt in a rapidly changing world. The iPad complements daily teaching and allows students to easily access a multitude of interactive and innovative resources both in and away from school, whilst Bespoke Blenheim exercise books continue to be the primary medium for student work.

Blenheim sets high standards in terms of uniform with several 'non-negotiables' and there are strict expectations regarding behaviour and conduct, both in and out of the classroom. Students can be given up to 1 hour detention on any given day without 24 hours' notice. Ofsted described Blenheim as 'calm, orderly and purposeful' and our students as 'respectful, kind and courteous', which is what those of us who work at Blenheim see every day. The Headteacher has little sympathy for poor standards of student behaviour.

BLENHEIM GCSE RESULTS 2025

Blenheim's 2025 GCSE and A Level results broke several school attainment records. A combination of well-researched teaching and learning practices, rhythmical assessment and feedback, frequent reporting, well-timed interventions and consistent monitoring of student performance, coupled with an extended day for Years 11 & 13 students, informed this achievement.

Headline Figures

GCSE Grade 9 - 7

	Blenheim 2025	Blenheim 2024	Blenheim 2023	Blenheim 2019
5 or more 9 - 7 incl. Maths & English	15%*	10%	10%	4%
English Language 9 - 7	23%	24%*	22%	9%
English Literature 9 - 7	20%	30%*	24%	12%
Maths & English only 9 - 7	16%*	11%	14%	8%
Combined Science 9 - 7	27%	28%*	27%	14%
Maths 9 - 7	20%	16%	18%	21%*
Total 9 - 7	25%*	25%*	23%	17%
School Record *				

GCSE Grade 9 - 5

	Blenheim 2025	Blenheim 2024	Blenheim 2023	Blenheim 2019
5 or more 9 - 5 incl. Maths & English	44%	46%*	43%	41%
English Language 9 - 5	59%*	56%	59%*	53%
English Literature 9 - 5	63%*	58%	62%	53%
Maths & English only 9 - 5	47%	48%	49%*	49%*
Combined Science 9 - 5	59%	66%*	65%	45%
Maths 9 - 5	51%	55%	52%	58%*
Total 9 - 5	59%*	57%	55%	53%
School Record *				

GCSE Grade 9 - 4

	Blenheim 2025	Blenheim 2024	Blenheim 2023	Blenheim 2019
5 or more 9 - 4 incl. Maths & English	66%*	64%	66%*	65%
English Language 9 - 4	76%	72%	76%	77%*
English Literature 9 - 4	78%*	77%	75%	74%
Maths & English only 9 - 4	70%	69%	70%	72%*
Combined Science 9 - 4	81%	80%	83%*	62%
Maths 9 - 4	74%	74%	75%	78%*
Total 9 - 4	78%*	76%	70%	69%
School Record *				

BLENHEIM GCSE RESULTS 2025

10 Highest Achieving GCSE Students.

Name	GCSE			
	Grade 9	Grade 8	Grade 7	Grade 6
Student 1	8	1		
Student 2	7	2		
Student 3	6	3		
Student 4	6	3		
Student 5	6	2		1
Student 6	4	4	1	
Student 7	5	2	1	1
Student 8	4	3	2	
Student 9	3	4	2	
Student 10	3	4	2	

BLENHEIM A LEVEL RESULTS 2025

A Level Outcomes

	Blenheim 2025	Blenheim 2024	Blenheim 2023	Blenheim 2019
A* - A	21%	25%*	23%	16%
A* - B	49%	47%	50%*	41%
A* - C	73%	71%	76%*	71%

School Record *

L3 BTEC Outcomes

	Blenheim 2025	Blenheim 2024	Blenheim 2023	Blenheim 2019
D*	21%*	15%*	13%	6%
D* - D	42%	62%*	52%	25%
D - M	75%	93%*	80%	50%

School Record *

10 Highest Achieving A Level Students.

Student	Grades	Qualification 1	Qualification 2	Qualification 3 & 4	Destination
1	A* A* A	English Lit	Graphics	Media	Durham – Marketing and Management
2	A* A* A* B	Maths	Further Maths	Physics & Drama	Oxford – Mathematics
3	A* A A	Maths	Further Maths	Physics	Loughborough – Mechanical Engineering
4	A* A A	Biology	Chemistry	Physics	Liverpool – Veterinary Science
5	A* A A A	Chemistry	Maths	Further Maths & Physics	Bath – Chemical Engineering
6	A* A A B	Maths	Further Maths	Physics & Chemistry	Surrey – Aerospace Engineering
7	D* D* D*	Sport BTEC Double		Sports Coaching	Chelsea FC
8	A A A	Biology	Maths	Physics	Loughborough – Automotive Engineering
9	A* A B	Graphics	Media	Business	Loughborough – Graphic Design
10	D* D* D*	Sport BTEC Double		Sports Coaching	Iowa, USA – Football Scholarship

In Recent years several students have also embarked upon Degree Apprenticeships with such initiations as Pfizer and Unilver.

JOB PROFILE



Accountable to: Assistant Headteacher- Special Educational Needs Co-ordinator (SENDCo)

Job Purpose

To work alongside the Assistant Headteacher- SENDCo and Deputy SENDCo in order to ensure the efficient and effective operation of the SEND administration systems and software.

Accountable to:

Assistant Headteacher- SENDCo

Key accountabilities:

Under the supervision of the Assistant Headteacher- SENDCo and Deputy SENDCo to:

- Manage the operation of administration systems including storage, processing, and retrieval of student data, ie. Files (paper-based and electronic) adhering to GDPR protocols
- To undertake general SEND administration and word processing including mail merge, Excel, and other ICT as an integral part of the post.
- To carry out all correspondence to parents/external agencies, as necessary.
- To undertake telephone/reception work dealing warmly and effectively with all enquiries to the Special Needs Department from visitors and students.
- To assist with the planning and organisation of annual reviews for students with Education, Health & Care Plans.
- To manage the diary of the Assistant Headteacher – SENDCo and Deputy SENDCo, including diarising meetings with parents and external agencies.
- To maintain SEND data onto SIMS student database and to ensure all records are up to date. Produce SIMS reports when required.
- To coordinate the SEND Register to capture all students' needs across the school and liaise with the English Department to link literacy interventions to the SEND Department.
- To effectively work to deadlines, sometimes under pressure.

- To appropriately communicate with teaching staff in distributing SEND information on behalf of the Assistant Headteacher- SENDCo and Deputy SENDCo.
- To attend relevant training as requested.
- To take minutes at meetings (parental, external agencies, department meetings etc) and circulate as appropriate.
- To co-ordinate the administration of annual reviews by collating information, liaising with staff and outside agencies, taking minutes at meetings, and circulating information as appropriate.
- To liaise with external agencies for assessment of SEND students.
- To demonstrate a co-operative and constructive approach with all staff, thus ensuring that a team spirit is engendered amongst all.
- To demonstrate a keen interest in all aspects of the school's activities and to promote them both internally and externally.
- To maintain confidentiality and GDPR protocols with regards to sensitive information, such as SEND records.
- To be familiar with all school policies, in particular Safeguarding procedures and to promote the welfare of children.
- To support and coordinate exam access arrangements administration.
- To prepare SEND intakes, such as Year 7, Year 12 and mid-year transfer entries.
- To guide staff across SEND Department as appropriate and as necessary.
- To liaise with key students.
- To check in on particular SEND students.
- To accommodate children in the ELC using their timeout card.
- To carry out exam training and invigilation duties as required.
- To support the SEND Leadership Team with administration requirements for the National SEND Reforms (2026 onwards).

Safeguarding

- To be familiar with school policies, in particular safeguarding procedures, and promote the welfare of children.

Key Responsibilities

- To advocate the place of the department in the curriculum and the benefits it will provide students once they leave school.
- Ensure potentially vulnerable students can succeed through differentiation and stimulating lesson delivery.
- Track and monitor data use it to inform practice.
- Produce internal and external reports as necessary.
- To contribute to whole school events as necessary and weekly duties.
- Communicate effectively and purposefully with parents so they are well informed.
- Promote positive attitudes to learning and behaviour for learning with vulnerable students.
- Uphold and promote the values and ethos of the school.

Person Specification

Essential

- Good communication and interpersonal skills.
- Good word processing skills.
- Proficient working knowledge of Microsoft Office.
- Able to input data onto computer accurately.
- Organised and able to meet strict deadlines.
- Ability to follow procedures.
- Sympathetic to the needs of young people.
- Prepared to work as part of a team.
- Ability to work under pressure.

- Self-motivated and able to work on own initiative.
- Ability to deal with information. Confidentially
- Administrative experience
- Willingness to undertake appropriate training for the post.
- To time manage effectively, prioritising with regard to tasks.

Desirable

- Experience with SIMS computer system.
- Experience working in a school or college.
- Experience of Assessment Manager Computer software.
- Knowledge of the SEND Code of Practice.
- Experience of diary management.
- Experience of project management.
- Knowledge of JCQ access arrangements.
- Experience as a Deputy Designated Safeguarding Lead (DDSL).



THE APPLICATION PROCESS

Please either click on 'Quick Apply' or complete the school's application form including a Statement of Application outlining achievements to date and detailing why you are the right person for the role given the candidate brief. Please ensure this is no more than two sides of A4.

If choosing to complete the school's application form then please email your completed application to recruitment@blenheim.surrey.sch.uk. Applications should be received by Friday 17 April 2026 at **12.00pm (noon)** with interviews scheduled for later that week. **The school reserves the right to interview and appoint this position ahead of any advised application closing date should an appropriate candidate be found. Therefore, it is advisable to submit applications as early as possible.**

Please be reminded that you are liable to prosecution if you are included in the Disclosure and Barring Service's/Disclosure Scotland's Children's Barred List and engage, or seek or offer to engage, in work which either involves contact with children or provides opportunities for contact with children.

