

Job Advertisement: SEND Casework Manager: Admissions

Job details

Location: PAT Head Office (Fitzwaryn School, Wantage, OX12 9ET), with travel to academies across the trust and hybrid working

Salary: Grade 11, Points 31-46, Actual Salary £40,476-£56,070 per annum

Hours: 37 hours per week, Monday to Friday. Working pattern to be mutually agreed

Contract type: Permanent, 52 weeks per year

Reporting to: Director of Education

Start date: Sept 25

Closing date: TBC upon receipt of application/s

Job Purpose:

The SEND Admissions and Tribunals Officer will be responsible for managing the admissions process for students with Special Educational Needs and Disabilities (SEND) within the Propeller Academy Trust (PAT). This includes handling placement consultations, responding to tribunal requests, and liaising with Local Authorities (LAs) and PAT Headteachers to ensure the Trust meets statutory obligations and provides high-quality placements for SEND learners.

Application process

For more information, please visit the trust website. Our website address is <https://propellertrust.org>. To apply please visit <https://thepropelleracademytrust.facebook.co.uk/vacancies>

Please note that CVs will not be accepted. No agency applications either please.

For informal enquiries please contact us at recruitment@propellertrust.org

Applications will be considered on receipt and interviews arranged accordingly.

Please note, the Trust reserves the right to close adverts if a sufficient response is received. Early applications are therefore advised.

If you have not received communication from the Trust inviting you for an interview within ten working days of the closing date of the post, you can assume that you have not been shortlisted on this occasion. We thank you for your interest in the school and encourage you to apply for suitable vacancies in the future.

The Propeller Academy Trust is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

The Propeller Academy Trust and its member schools are committed to safeguarding and promoting the welfare of all children and young people according to child protection and safeguarding guidelines. We expect all staff and volunteers to share in this commitment.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. All post holders are subject to the necessary pre-employment check, including a satisfactory Enhanced Disclosure and Barring Service (DBS) Check, including a Child/Adult's Barred List check (where applicable to the role in question).