



Junior School Individual Pupil Needs Administrator

Employment Status: Part-Time, Permanent

Term Time Only + 3 Weeks

Application closes: 0900 Friday 2 January 2026

Required From: February 2026

Interviews: Longlist W/c 5 January 2026

Shortlist W/c 12 January 2026



Welcome to St Dunstan's Education Group

St Dunstan's Education Group is a growing group of coeducational schools serving approximately 1500 children aged 2 – 18, based in the vibrancy and diversity of south-east London. Remaining true to the founding principle of St Dunstan's College that the school should be 'ahead of the current time', St Dunstan's today is known to offer an ambitious and forward-thinking education that trailblazes in the Sector by thinking differently about how young people are educated for an uncertain future.

St Dunstan's is a thriving educational community. St Dunstan's College was named Coeducational School of the Year in 2020, Senior School of the Year 2022 and Most Progressive School in London in 2023. In the summer of 2024, it was one of the 50 best performing independent schools in the UK for our A Level and GCSE results and was in the top 100 schools in the UK as listed in the Times Parent Power league table. In 2023 Rosemead became one of the first prep schools in the UK to receive a significant strength from the Independent Schools Inspectorate and later that year St Dunstan's College became the one of the very first schools to receive two significant strengths for its role in EEDI and the progressive nature of the curriculum. In 2024, Rosemead won the prestigious ISA award for Equality, Diversity and Inclusion.

Responding both to significant growth in market share and the political and economic headwinds within the sector, St Dunstan's is committed to a strategy of growth and diversification of income. The College has undertaken a radical development of its estate to expand its pupil roll, firstly through the acquisition of the Jubilee Ground, a 15 acre site for community and sporting activity, just minutes from the school, and then through a 30 million pound building programme, including the development of a new STEM Centre, Junior School, Sixth Form Centre and Performing Arts Hub. An ambitious and creative masterplan for the development of our site has now been finalised and will underpin the rolling programme of works planned for the next 10 years, including our ambitions to be a carbon-zero charity. The decision to evolve into a larger educational group began with the merger with Rosemead Prep School, Dulwich, in 2023, with this presenting many new opportunities for staff and pupils, and it is set to grow further in the next 12 months.

Many of the decisions that St Dunstan's has taken in recent years have been trailblazing for the Sector. St Dunstan's College was one of the first schools in the country to introduce a Centre of Wellbeing, to cater for pupil mental and physical health. We introduced a gender-neutral sporting programme, recently culminating in signing a partnership with Chelsea football club. Our Additional curriculum, of our own design, deliberately seeks to educate young people in the life skills they will require for the future – our work undertaken on toxic masculinity, pornography and race have all been widely covered by the national and educational press. Underpinning our entire educational narrative is a commitment to a renaissance education – a broad, balanced and liberal education that helps young people develop the toolkit they will require to thrive in the future.

The diversity of our south-east London location is perhaps our biggest asset, allowing us to cultivate an environment that nurtures individuality. As one of the most socio-economically and culturally diverse areas in the UK, ours is a school that actively shuns entitlement and arrogance and rather develops well-rounded, grounded young men and women who have the soft skills to thrive in tomorrow's world.

We attempt to define the St Dunstan's Difference as follows:

- Trailblazing a forward-thinking independent education since 1888
- Promoting high achievement without arrogance
- Championing individuality, diversity and equality – *albam exorna!*
- Developing values through a broad and liberal education supporting wellbeing as central to success
- Growing ambitious and imaginative partnerships
- Providing life-enriching opportunities to our local community infusing social conscience and ethical thinking

Working for St Dunstan's

We seek to be the employer of choice in the Sector, with staff wanting to work at St Dunstan's as a consequence of its clarity of purpose and vision, our unique identity and reputation, and a sincere commitment to staff development, creativity and voice, wellbeing, diversity and equality, and a culture of trust and transparency. Some of the benefits* of working for us include:

- Tuition fee remission and no registration fees
- Private Health Care Insurance (50% paid by employer) with reduced health club membership
- Health care cash plan
- Free lunch and beverages, during term time
- Free off-road parking
- Salary Sacrifice Schemes
- Season Ticket Loan
- Free winter and summer social events
- Annual flu immunisation
- Use of College leisure facilities including gym, tennis courts and pool
- Discounted School Uniform
- Workplace Nursery Scheme

*conditions apply

Our Commitment to Safeguarding Children

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers, checks relating to prohibitions, sanctions and restrictions on teaching and the Disclosure and Barring Service (DBS) with children's barred list check. The School will carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application. The safeguarding responsibilities of the post include promoting and safeguarding the welfare of children and young persons for whom they are responsible for or with whom they come into contact with. All staff are required to adhere to and ensure compliance with the School's safeguarding and child protection policies and procedures at all times and to complete appropriate training.

In the course of carrying out their duties the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to the School's Safeguarding Lead, or in relation to concerns regarding a member of staff, the Head.

The post is exempt from the Rehabilitation of Offenders Act 1974. The School is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Further information and copies of the School's Code of Practice and Policy on the Recruitment of Ex-Offenders is available from the People team.

St Dunstan's Trustee Limited (registered number 14407568) on behalf of St Dunstan's Educational Foundation (registered number 312747)

THE ROLE

Responsible to: Junior School SENDCO

St Dunstan's College Junior School is seeking an experienced administrator to support the smooth and efficient operation of the Special Educational Needs and Disabilities (SEND) provision for our pupils, alongside safeguarding and health and wellbeing administration. The ideal candidate will be an organised, independent, and adaptable individual who is keen to support the administration of our SEND team and organisation of Individual Pupil Needs (IPN) across the Junior School.

Responsibilities for this role include maintaining accurate files and records of learners with SEND and IPN, liaising with parents and outside agencies (including scheduling parents' evenings), assisting with the EHCP process, and preparing Annual Review paperwork. The candidate will also be required to support with the administration of our safeguarding platform and health and wellbeing matters. The successful candidate will demonstrate great attention to detail, the ability to multitask, and effective time management skills.

We are looking for someone with experience in administrative tasks, confidence in data administration, clear communication skills, and competence in using IT systems. Additionally, the ideal candidate will have knowledge of SEND diagnoses and an understanding of the confidentiality and sensitivity required in communication around these. Knowledge or experience of organising exam access arrangements is desirable, but not required.

This post is a 0.5 position, ideally with the successful candidate working 0800-1300 Monday-Friday, although for the right candidate we are open to discussing working days at the point of offer. This is a term-time only post, with a requirement of three additional weeks across the school holidays.

THE DEPARTMENT

The Professional Services team consists of over 120 employees who support the successful day-to-day running of the College.

Led by the Junior School Deputy Heads Academic and Pastoral, the SEND, Pastoral and Medical provision operates in various sites across the College, including our dedicated Wellness Centre and consists of:

- Junior School Deputy Head Academic
- Junior School Deputy Head Pastoral
- College Nurse
- Junior School SENDCO, Senior School SENDCO
- SEND Administrator
- Junior School Learning Support Assistants
- Counsellors
- Wellness Centre receptionist and first aider
- Teaching pastoral and safeguarding team
- Heads of Section



JOB DESCRIPTION

All responsibilities to be reviewed and agreed with the Junior School SENDCO and relevant line managers at regular intervals, reflecting any changes in the Junior School's needs and staffing structure of the team

Administrative support for SEND Team and Pupil needs:

- Maintain the accuracy of our Individual Pupil Needs (IPN) register, ensuring that pupils across the Junior School with SEND, medical, pastoral or academic needs are updated on the register in a timely manner
- Track review cycles for key documentation relating to pupils on the IPN register, updating Learning Support Profiles and Individual Healthcare Plans with the support of relevant staff
- Assist with the creation of dietary cards, collaborating with the relevant parties as needed, at the start of the academic year and upon the onboarding of any new pupils
- Support the auditing of pupil medication, ensuring that parents are alerted to expiration dates and replacement/missing medication is provided by families
- Digitise any paper accident forms completed by After School Care for record on the school system
- Ensure our counselling log is accurately maintained and regularly check the status of any referrals in process
- Complete relevant administration for our online safeguarding database including annual rollover, managing users, sending and receiving transfer files, categorising concerns and ensuring case work is up to date
- Support with referral paperwork for vulnerable pupils and pupils on the IPN register, including to CAMHS, Children's Services and other external agencies
- Liaise with parents and outside agencies (including scheduling parents' evenings) to ensure effective communication and support for pupils
- Assist with the EHCP (Education, Health, and Care Plan) process
- Prepare Annual Review paperwork in a timely and precise manner
- Create and respond to correspondence via phone and email
- Assist in the supervision of learners in the SEND area as needed
- Attend SEND team meetings and take/circulate minutes accordingly
- Manage and ensure accurate information input on iSAMS and other monitoring systems, in compliance with legal and data protection policies

JOB DESCRIPTION

EHCP and Annual Reviews (undertaken with guidance and support from the SENDCO):

- Work closely with school staff, parents, learners, the Local Authority, and other stakeholders to ensure the EHCP Annual Review process is conducted efficiently and within statutory and LA timeframes
- Organise, coordinate, attend, and take minutes at EHCP Annual Review meetings, including collecting relevant reports and incorporating the voices of parents/carers and learners

Event Planning and Coordination:

- Assist in planning and preparation for school events, such as Open Days, Assessment Days, Exam Access Arrangements (undertaken with guidance and support from the Junior School SENDCo and Junior School Deputy Head Academic):

Exam Access Arrangements (undertaken with guidance and support from the Junior School SENDCo and Junior School Deputy Head Academic):

- Support the SEND team in maintaining accurate records for learners with specific Access Arrangements
- Ensure information about Exam Access Arrangements is communicated in timely manner to all stakeholders





PERSON SPECIFICATION

THE FOLLOWING EXPERIENCE AND SKILLS ARE ESSENTIAL/DESIRABLE:	ESSENTIAL	DESIRABLE
QUALIFICATIONS AND TRAINING		
GCSE English and Maths	X	
A degree or further qualifications		X
Competence in using IT systems, including proficiency with standard office software	X	
EXPERIENCE		
Experience in a SEND administrative role, in a school environment		X
Experience of EHCP application and Annual Review process		X
Experience in organising exam access arrangements		X

PERSON SPECIFICATION

THE FOLLOWING EXPERIENCE AND SKILLS ARE ESSENTIAL/DESIRABLE:	ESSENTIAL	DESIRABLE
SKILLS AND KNOWLEDGE		
Confidence in data administration, with a keen eye for accuracy	X	
Clear and effective communication skills	X	
Knowledge of SEND (Special Needs and Disabilities) diagnoses		X
Awareness of safeguarding/child protection protocol		X
PERSONAL QUALITIES		
Independent and able to work with minimal supervision	X	
Organised and detail-orientated	X	
Understanding of the confidentiality and sensitivity required in communication around SEND and safeguarding	X	
Adaptable and able to manage change effectively	X	

PERSON SPECIFICATION

THE FOLLOWING EXPERIENCE AND SKILLS ARE ESSENTIAL/DESIRABLE:	ESSENTIAL	DESIRABLE
Ability to multitask effectively, managing various responsibilities and prioritising tasks as needed	X	
Ability to manage time efficiently, ensuring all deadlines are met and tasks are completed promptly	X	
Demonstrate great attention to detail, ensuring all administrative tasks are completed to a high standard	X	



The Package

Salary: S2 £14,980 - £16,972 [FTE £28,089 - £31,822]
(as per the 2025-26 pay scales)

Hours: Part-Time, Permanent, Term Time Only + 3 weeks

Pension: ISPS (DC)*



