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# SMITHILLS SCHOOL

## SUCCESS FOR ALL

Senior Administrator – SEND  
Candidate Information



OUR VALUES



EXCELLENCE



INDEPENDENCE



COMMUNITY



Welcome to Smithills School

Thank you for expressing an interest in the position of Senior Administrator - SEND. This is a wonderful opportunity to join our successful, over-subscribed 11-16 school at an exciting stage of our journey.

We are a large secondary school, a single Academy Trust, situated in the heart of Bolton. As Headteacher I am fortunate to work alongside our talented staff, pupils, families and community partners. Our school is a very special place where we respect individuality, diversity and difference. Every child who joins us is encouraged to achieve and every adult who joins our team is given the opportunity to contribute.

Our values of Excellence, Independence and Community are evident in all that we do. They combine to ensure our vision of 'Success for All' is achieved.

September 2023, two weeks into my headship, the school was judged as requires improvement for Quality of Education and Leadership and Management, but good for Personal Development and Behaviour and Attitudes. Ofsted commented 'pupils are warmly welcomed and quickly settle into school life', we have 'high aspirations for pupils' achievement' and 'staff feel happy and proud to work' at the school. They remarked that we are on the right track with the changes we are making, we simply need more time to implement and embed them.

Our pupils are at the heart of everything we do. We are committed to developing and nurturing every child, providing the very best standards of education through a strong, knowledge rich curriculum, which is built around our expectations that all pupils will develop their depth of understanding across a wide range of subjects, securing an ambitious education for all. We also offer our pupils a wealth of cultural experiences, broadening horizons and developing self-esteem which provides them with the skills to make positive contributions to society, now and in the future.

We are committed to the continued professional development of all our colleagues and take our responsibility to develop leaders of the future seriously. We are equally committed to staff wellbeing: we provide a package of support to help all colleagues achieve a happy work life balance and we have a thriving wellbeing group that initiates real change in school.

If you are a dynamic, motivated, conscientious professional who has a passion for working with children and young people and you feel you have the skills and personal attributes to work as part of an innovative, energetic and ambitious team, we would love to hear from you.

Carolyn Dewse  
Headteacher



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### Why work at Smithills?

As a team, we value every member of staff – from the site team to middle leaders, from teachers to SLT, from canteen staff to teaching assistants, from pastoral staff to IT support. We know that every person on our staff is crucial to the strategic development and the operational work of our school. As such, we promote well-being and prioritise manageable workloads in the following ways:

- SLT are supportive and highly visible around our site
- Teachers have their own classrooms
- We are committed to the Education Staff Wellbeing Charter
- Staff wellbeing is prioritised with free access to our swimming pool, gym, 'Friday football' and all sports centre activities during the week and at weekend
- The Staff Wellbeing Team includes broad representation from teaching and associate staff
- This team meets at least every half term, capturing staff voice and responding with concrete actions
- Teaching staff typically have above the national expectation of 10% of Planning, Preparation and Assessment (PPA) time
- Every teacher has a protected Professional Development hour every fortnight
- CPD is a regular feature of our calendar and includes teaching and support staff
- Opportunities for career development are embedded in our structures and systems
- Early Careers Teachers thrive in a supportive and caring environment. They have access to a broad and individualised programme of professional development
- As part of our commitment to continuous professional development all staff are encouraged and supported to undertake further study
- Internal applications for a range of roles are actively encouraged
- Data entry points are kept to a minimum for each year group
- Every department has high quality 5-year curriculum plans in place
- Departmental marking policies have been designed to actively reduce marking workload
- All teaching staff have an iPad/laptop
- The correction system is centralised
- Lunch duties are paid
- Reprographics is centralised

Most of all, though, we offer something which a bullet point list cannot capture: our staff and students are friendly and fiercely loyal to our school. Our school is a community and we are proud of that.

**'Leaders at all levels carefully consider the impact of any changes that they make to school systems which may affect the workload and well-being of staff'.**

OFSTED

September 2023

We encourage you to come and see our school for yourselves. Please contact the Headteacher's PA, Chris Shaw on 01204 842382 ext. 104 or [c.shaw@smithillsschool.net](mailto:c.shaw@smithillsschool.net) to arrange an appointment. A member of SLT will be only too happy to show you around.

**Closing date for applications: Thursday 5<sup>th</sup> December 2024 at 9.00am**

**Interview date: W/C 9<sup>th</sup> December 2024**



**Senior Administrator – SEND Permanent – 5 days a week**  
**Monday to Friday – 9.00am to 3.00pm ( ½ hr unpaid lunch break)**  
**Salary: Grade D pt 6-11 £25,183 - £27,269 (Full time all year)**  
**Actual salary approx. £15,638 to £16,934 for 27.5 hours term time only**

### **Job Description**

#### **Job Purpose**

The purpose of the SEN Administration Assistant post is to:

- Provide a comprehensive range of high quality administrative support within the busy SEND Department to ensure that all aspects of the day to day activities operate efficiently and effectively
- Support SENCo and Assistant SENCo.
- Create a friendly, welcoming and supportive environment for all users of the Curriculum Hub

#### **Support for the Curriculum Hub**

- To manage the development of good administrative practice within the Curriculum Hub including maintaining and developing procedures, records and systems
- To provide administration support including creating documents and reports using the full range of Microsoft Office programmes available, filing, photocopying and taking minutes of meetings
- Dealing with general enquiries from parents, external organisations and supporters received by telephone, virtual, email and face to face
- To manage the input of information held on SIMs, Class Charts, Provision Map and other monitoring systems to ensure that it is accurate and complies with any legal or data protection policies
- To support the work of the daily drop-in sessions by maintaining accurate records; receiving referrals from external organisations
- To co-ordinate EHCP Annual Reviews including maintaining appointments, the completion of appropriate paperwork and general enquiries
- To organise appointments and sessions with external agencies when required
- To operate and maintain (electronic and hard copies) an effective system for filing of all documents, ensuring that all legal data record requirements are maintained
- To gather data for completing the SEND Report
- To meet and greet all visitors to the Curriculum Hub with a friendly and professional approach. To monitor and support LTA timetabling.
- To supervise and delegate work to other SEND LTA staff to ensure the delivery of an efficient service.
- Ensure accurate records are kept regarding the needs of students with specific access arrangements in examinations
- Support with the gathering of evidence from teachers regarding students' normal way of working



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### **Support for Students and Parents/Carers**

- Take initial enquiries from parents/carers and communicate them to the SENDCo or Assistant SENCo as appropriate.
- Communicate information regularly to parents/carers, including co-ordinating Parent meetings and distributing transition information.
- Liaise with parents/carers about appointments and meeting times.
- Prepare relevant documents for EHCP applications and Annual Review meetings.
- Work alongside the SENDCo to update the SEND Information Report and relevant sections on the school website.

### **Support for Teachers**

- Ensure all information about students with SEND is recorded and filed correctly so that it is available to teaching staff to support teaching and learning.
- Request and share information about student progress.
- Support the SENDCo in communicating strategies to staff to support High Quality First Teaching.
- Collate data for SEND students' identification, progress, target setting, monitoring and intervention purposes.

### **Financial**

- To support SENCo with the day to day financial management of SEND budget; keeping files up to date and ordering resources when required.
- To maintain accurate financial records including invoices, standing orders and payments for resources.

### **Administration**

- To plan and manage your work to meet specified deadlines and requirements.
- To be responsible for the research, preparation and presentation of information.
- To provide advice and support for the development and implementation of quality and information.
- To maintain and use databases including SIMS/Class Charts/Provision Map.
- To design, create, prepare and produce a range of complex documents from various sources and to specified deadlines.
- Receive and deal with incoming calls as appropriate, taking accurate messages as required.
- To follow any reasonable request from the Headteacher or SLT to undertake work of a similar level that is not specified on this job description.

### **Other Responsibilities**

- To work effectively with other team members to contribute to improving the work of the team.
- To build effective working relationships, both within the School and with partner agencies, in order to develop effective services.
- To be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety and security, GDPR, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos, work and aims of the school.



- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.

### Safeguarding

- Work with the designated safeguarding lead (DSL) to support staff to understand behaviour that suggests pupils may be experiencing a mental health problem or be at risk of developing one, and behaviours linked to specific safeguarding issues such as drug use and alcohol abuse
- Work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Work with the DSL to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

### General

- Undertake any training commensurate with the post.
- Participate in the performance and development review process, taking personal responsibility for the identification of learning, development and training opportunities.
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with GDPR and the School's Equal Opportunities Policy.
- The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

**The roles and responsibilities in this job description may change and/or evolve in a reasonable manner over time. The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated, at the discretion of the Head Teacher and to meet the needs of the school.**

## Person Specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• GCSE or equivalent level, including at least a Grade C in English and maths.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience working in a school environment or other educational setting.</li> <li>• Experience working directly with pupils and parents.</li> <li>• Experience working collaboratively with colleagues.</li> <li>• Experience analysing data and producing reports and identifying key insights.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Experience working within a SEND capacity</li> </ul>



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<b>Skills and knowledge</b>	<ul style="list-style-type: none"><li>• Good listening skills</li><li>• Effective written and verbal communication skills</li><li>• Ability to use IT systems and to conduct analysis and produce reports.</li><li>• Good knowledge of Excel</li><li>• Ability to create good relationships with pupils, staff and parents.</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>• Willingness to provide the best possible opportunities for all pupils.</li><li>• Organised, proactive and self-motivated.</li><li>• Good time management skills</li><li>• Commitment to upholding and promoting the ethos and values of the school.</li><li>• Ability to work under pressure and prioritise effectively.</li><li>• Ability to maintain confidentiality at all times.</li><li>• Committed to safeguarding, equality, diversity and inclusion.</li></ul>

### **Safeguarding**

Smithills School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates are subject to an enhanced disclosure from the Disclosure & Barring Service.

Current or previous employers will be contacted as part of the verification process pre-appointment checks if the applicant is short-listed. Information requested will include:

- Disciplinary offences relating to children, including anywhere the penalty is “time expired”
- Whether the applicant has been the subject of any child protection concerns
- The outcome of any enquiry or disciplinary procedure

Any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview.

We may use internet searches using information held in the public domain to perform due diligence on shortlisted candidates in the course of recruitment, in terms of suitability for the post applied for. Where we do this, we will act in accordance with our data protection and equal opportunities obligations.

C Dewse  
Headteacher



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