



Role: SEND Administrator
Hours: 37.5 hours per week; term time only (39 weeks per year)
Salary: £26,995 per annum
Contract: Permanent
Start date: 1st September 2025

Glenmoor and Winton Academies are looking to appoint a highly organised and motivated SEND Administrator to provide vital support to our Special Educational Needs and Disabilities (SEND) department. This role is essential to ensure that students with additional needs receive timely, accurate, and high-quality support. This role could suit someone with previous experience working in a school, or alternatively it would be an ideal role for a recent graduate who is looking to explore a career in education.

Key Responsibilities:

- Provide dedicated administrative support to the SENDCO and wider SEND team
- Maintain and update Education Health and Care Plans (EHCPs), support plans, and SEND records
- Liaise with external agencies, parents/carers, and internal staff regarding SEND provision and support
- Coordinate review meetings, including taking minutes and ensuring follow-up actions are tracked
- Manage confidential documentation in line with GDPR and safeguarding requirements
- Assist with SEND data tracking, reporting, and compliance with statutory requirements

Essential Criteria:

- A **degree** in Education, Psychology, Business Administration, or a related field
- Demonstrable administrative experience, preferably in a school or SEND setting
- Strong interpersonal and written communication skills
- High attention to detail and the ability to manage sensitive information discreetly
- Excellent IT skills, including Microsoft Office suite of programs
- Commitment to promoting inclusion and supporting pupils with additional needs

Desirable:

- Experience working in a SEND department or with young people
- Knowledge of SEND legislation (e.g., Code of Practice, EHCP processes)
- Understanding of safeguarding and confidentiality procedures
- Familiarity with school Management Information Systems eg Arbor, SIM

What We Offer:

- A supportive and inclusive team environment
- Opportunities for CPD and progression within United Learning
- A chance to make a real impact on the lives of students with additional needs

Closing date: Midnight on Sunday 13th July 2025

Principal: Mr Leon Lima

Glenmoor & Winton Academies
Beswick Avenue
Bournemouth
Dorset
BH10 4EX

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e: info@glenmoorandwinton.org.uk
w: glenmoorandwinton.org.uk



Swindon & Wiltshire
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Interviews: Week commencing 14th July 2025

We reserve the right to interview and offer to a strong candidate prior to the closing date. It is strongly recommended that candidates submit their application as soon as possible.

More Information about the academies and united learning:

To summarise, united learning offers the following:

More pay...	more time...	and more support
<ul style="list-style-type: none"> We pay an average of 5% above national scales – the best rates of pay in the sector Cash towards medical treatment Generous staff discount scheme 	<ul style="list-style-type: none"> Three extra INSET days for planning At least one personal day a year 	<ul style="list-style-type: none"> Great training for your career Exceptional curriculum resources Expert subject advice Support for your wellbeing

For further information and to apply please visit:

www.glenmoorandwinton.org.uk

<https://www.unitedlearningcareers.org.uk>

The Academies are committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share this commitment. Therefore, all applicants must be willing to undergo child protection screening, including checks with past employers and an Enhanced Disclosure via the DBS. To comply with the Immigration, Asylum and Nationality Act 2006, all prospective employees will be required to supply evidence of eligibility to work in the UK.

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